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CDC 64550

INVENTORY MANAGEMENT SPECIALIST

(AFSC 64550)

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Volume 4

Materiel Management Branch

Extension Course Institute
Air University

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Preface

THIS FOURTH volume of CDC 64550 provides you with material concerning the materiel management branch. Chapter 1 covers the requirements unit to include demand and adjusted stock levels. The requisitioning unit is discussed in Chapter 2 and includes UMMIPS and due-in/due-out action. Chapter 3 consists of material concerning the equipment management section. Information about retail sales is discussed in Chapter 4 and includes the base service store and individual equipment unit. Chapter 5 discusses war reserve materiel and mobility, and Chapter 6 covers the combat supply activity.

For easy reference, Appendices A through D are located in the back of this volume. Use them as the text directs.

Code numbers appearing on figures are for preparing agency identification only.

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This volume is valued at 33 hours (11 points).

Material in this volume is reviewed annually for technical accuracy, adequacy, and currency. For SKT purposes, the examinee should check the Index of ECI Study Reference Material to determine the correct references to study.

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CHAPTER 1

Requirements

IN CHAPTER 1 of Volume 3 of this course, which covered demand processing, you read about issue procedures. That chapter assumed that property was available in the warehouse to satisfy demands. However, that is not always the case. To begin with, you have probably heard the phrase *supply and demand* at one time or another. This principle of supply and demand is very important to supply workers. After all, it is we who must stock the *supply* if we are to satisfy the *demand*. Accordingly, we must try to anticipate what items will be required in the future and have them available, while at the same time not stocking those items for which there will be no future demands. To do this, we must combine our knowledge of past demands and mission requirements; i.e., we must have the stock on hand in the warehouse in the quantity required when it is needed.

This chapter explains how our future requirements are computed based on past demands and the procedures to follow for situations where future requirements cannot be based upon past demand data. In addition, we cover base redistributed materiel (excess), exception codes, fund requirement cards (FRC), shipments, transfers, numeric parts preference codes (NPPC), initial spares support list (ISSL), and the transaction/asset status reporting system.

Stock Control is the largest section in the materiel management branch. Stock Control manages and directs the procurement and distribution of materiel needed in military operations. The main objective of Stock Control is to provide the most effective support at the least expense to the Air Force.

1-1. Demands and Demand Levels

To be able to provide items on demand, each base must establish stock levels. Due to budget constraints, the ability to forecast and compute levels has never been more important than it is today. Over the past few years, detailed studies have been made, records have been maintained, and standardized formulas have been tested and placed in use at all Air Force bases to aid in predicting future requirements. In the standard base supply system (SBSS), a stock level is categorized as either a demand level or an adjusted stock level.

600. Define demand and specify the types of demands used for given types of transactions.

Types of Demands. To understand demand levels, you must first understand what a demand is. You must also know something about the stock leveling factors that the S1100/60 uses to compute a demand level.

A demand is a request for a specific quantity of a specific item. Demands are categorized as initial, recurring, nonrecurring, and contractor support. A demand code is a 1-digit alpha code used on issue requests to indicate the type of demand information to be accumulated for stock leveling and for due-in from maintenance (DIFM) control.

Initial. A request to satisfy an original shortage/installation or later losses to originally installed items requires demand code *I, J, K, L,* or *M*. No turn-in of an unserviceable item is involved. Examples are requests for initial shortages, requests for items to be installed in bench test sets and mockups, and requests for items lost in flight, fire, or crash.

Since initial requests are not considered as demands against Supply, demand data is not updated on the item record and DIFM control is not established.

Recurring. A request to replace a like item that is suspected to be or is actually unserviceable or one that has been condemned requires a demand code *R* or *T*. Recurring requests include day-to-day issues for normal operations including maintenance time change requirements and equipment items for which replacement is anticipated. This demand code is used for any item for which a continuing requirement is expected to exist. It is used also for regularly scheduled transient flights. Recurring requests update the item record date of first demand (DOFD), if blank, date of last demand (DOLD), number of demands, and cumulative recurring demands. This demand code establishes DIFM control and records repair cycle data on the repair cycle record when the removed item is returned from maintenance shops.

Nonrecurring. This is a request made for a requirement known to be a one-time occurrence; e.g., a modification work order (MWO) kit for application or an initial request for stockage. Requisitions are coded nonrecurring (*N* or *U*) when the demand is anticipated to be nonrepetitive. Nonrecurring requests include items issued to perform modification, replace items in kits with a newer item, and requests for nonregularly scheduled transient aircraft support when the item requested is not common to a system supported by the base.

Since demand code N or U is not considered as a demand against Supply, demand data is not updated on the item record. Demand code N or U establishes DIFM control but does not record repair cycle data. This code is used on all issues to supply point, mission support kits (MSK), or war readiness spares kits (WRSK).

Contractor support. A request from a contractor for items needed in support of an authorized contract requires demand code *C*. These issues do not update the item record demand data. DIFM control is not established by this demand code. Demand code C is used only when it is anticipated that a like item will not be returned.

The type of demand code applied in an issue request determines whether that request is used in the computation of the demand level. For levels to be based on past demands, demand data must be accumulated and stored in the demand data field of the item record. This is why it is important for supply customers to use the correct demand code when ordering supplies.

Exercises (600):

1. What is a demand?

2. What type of demand code is used for items used to perform kit modification on transient aircraft?

3. What type of demand code is used for items that involve no turn-in and are used to satisfy an original shortage?

4. What type of demand code is used for items that support an authorized contract?

5. What type of demand code is used to replace a like item that is unserviceable and establishes DIFM control?

601. Specify the term that applies to given stock level definitions.

Stock Leveling Terms. Item record demand data and repair cycle data are factors in standard base supply stock leveling techniques. Although demand levels are computed and stored by the S1100/60, we must have some knowledge of the overall process of internal leveling and releveling. The following paragraphs define terms associated with leveling and releveling.

Average percent of base repair (PBR). PBR is the repair rate of the current and past four quarters. The repair cycle record for an item contains fields used to accumulate the number of units repaired, not reparable this station (NRTS), and condemned. The average percent of base repair is computed internally, according to a programmed formula, from the data stored in these fields. The formula is:

$$\text{PBR} = \frac{(\text{Repaired units} \times 100)}{(\text{Units repaired} + \text{NRTS} + \text{Condemned})}$$

Daily demand rate (DDR). The DDR is the average quantity used daily and is computed internally. If the item is a bachelor (no interchangeables or substitutes) or a substitute, the cumulative recurring demands are divided by the difference of the current Julian date minus the date of first demand (DOFD). If the item is a master or interchangeable, the cumulative recurring demands are accumulated for the master and all interchangeables within the group (for one system designator at a time). The total is divided by the difference of the Julian date minus the oldest DOFD in the master/interchangeable group.

If less than 180 days of demand experience is available, 180 days is used to minimize the inflationary effect of limited demand experience. This procedure applies to both the bachelor/substitute method or master/interchangeable method of computation. The formula is:

$$\text{DDR} = \frac{\text{Cumulative recurring demands}}{\text{Current Julian date} - \text{DOFD}}$$

Demand level. A demand level is a type of stock level for a specific item. It is based on past demands from users.

Economic order quantity (EOQ). An EOQ item is one that cannot be repaired economically by a field or depot maintenance activity. This term includes consumable items, minor parts, components, tools, and hardware on which accountability is terminated upon issue. EOQ items are identified by ERRCD (expendability, recoverability, reparability cost designator) XB3 or NF1 (issue exception code (IEX) 6, 3, E, or K).

Line availability. This value represents a desired level of stock availability. It is based on the goals selected for the supply performance measure of net availability and is set at 90 percent.

Order and shipping time (O&ST). The O&ST is the average elapsed time, in days, between the initiation and receipt of stock replenishment requisitions.

Order and shipping time quantity (O&STQ). This is the quantity required to be on hand to meet demands during the period represented by the order and shipping time.

Releveling flag (R). This flag indicates to the requirements scan program that the asset position should be examined to determine if a requisition or an excess report should be submitted or if a demand level should be established.

Repair cycle quantity (RCQ). The RCQ represents the number of units that must be stocked to meet demands during the repair cycle. This quantity varies according to the success of the base repair program. The computation of the RCQ requires the determination of the average percent of base repair and the determination or application of the repair cycle time.

Safety level quantity (SLQ). The SLQ is the quantity that must be on hand to permit continuous operation during minor interruptions of normal replenishment or of unpredictable increases in demands. This quantity is computed internally.

Daily demand frequency rate (DDFR). The DDFR is computed by adding the incremental parts of the number of demands (current period, first past 6 months, second past 6 months). You divide this total by the difference between the current Julian date and the DOFD. If less than 365 days of demand experience is available, you use 365 days.

NRTS/Condemned quantity (NCQ). The NCQ represents the number of units required for the NRTS/condemnation processing time.

NRTS/Condemned time (NCT). The NCT is the average number of days taken to complete the NRTS/condemnation process. This figure is computed and used by the releveling and file status routines during online processing.

Requisition objective (RO). A RO is the maximum quantity that should be on hand or on order to sustain current operations.

Reorder level (ROL). A ROL is assigned to the item record and specifies when a replenishment order should be placed or some other type of supply action taken. The ROL for repair cycle items is normally one less than the demand level. The ROL for EOQ and equipment management code (EMC) 1 handtools is normally the sum of the O&STQ and SLQ.

Exercises (601):

1. What is the term for the average elapsed time, in days, between the initiation and receipt of stock replenishment requisitions?

2. What type of stock level is based on past demands from users?

3. What term represents the number of units that must be stocked to meet demands during the repair cycle?

4. What term is used for the repair rate of the current and past four quarters?

5. What term defines the average quantity used daily?

6. What term reflects the quantity that must be on hand to permit continuous operation during minor interruptions of normal replenishment?

602. State how demand levels are computed and releveled.

Computing Demand Levels. Two methods are used to compute demand levels in the SBSS. One method is used for repair cycle items, and the other is used for EOQ and EMC 1 (retail outlet) items. Demand levels computed by either method are established and updated by the S1100/60, using the factors defined in the preceding paragraphs.

Repair cycle demand levels. These levels are computed internally by determining and adding the following factors:

a. Repair cycle quantity (RCQ).
b. Order and shipping time quantity (O&STQ).
c. NRTS/Condemned quantity (NCQ).
d. Safety level quantity (SLQ).
e. Half adjust factor of .5 if the item unit price (IUP) is $750.01 or more, or .9 if the IUP is $750.00 or less.
f. If the IUP is less than $750.00 and the percent of base repair is less than 50 percent, an economic order quantity (EOQ) is computed and added.

The computation process involves data from both the item record and the repair cycle record for repair cycle items. Demand levels are computed and updated quarterly when the number of demands is two or more and the daily demand frequency rate (DDFR) is equal to or greater than .0054. A zero demand level is assigned to XD repair cycle items when the DDFR is less than .0054 and the DOLD is greater than 180 days. A demand level of one is assigned to XD items if the DOLD is less than 180 days, the DDFR is less than .0054, and the item previously qualified for a level.

Demand levels for ERRCD XF3 items are developed under the same guidelines as XD items. However, the demand level for requisitioning purposes uses NRTS, condemned and repaired units, repaired and NRTS/condemnation time. The computed quantity for reporting excesses is based on a 2-year requirement or the computed requisition objective (RO), whichever is greater. This 2-year requirement is computed from the EOQ consumption and demand data variance detail record, which reflects all demands in the cumulative recurring demand field (CMLTV–RECURRING–DEMAND FIELD). This field is updated by the Q04, *repair cycle data list*.

EOQ and EMC 1 retail outlet demand levels. These demand levels are based on an economic order policy that balances the cost to order ($19.94 for local purchase and $5.20 for all others) with the cost to hold (15 percent). These levels are computed internally by determining and adding the following quantities:

a. Economic order quantity (EOQ).
b. Order and shipping time quantity (O&STQ).
c. Safety level quantity (SLQ).
d. Rounding factor of .999.

The determination of the EOQ takes into consideration the cost of ordering and holding, unit price, and the daily demand rate. Demand levels are not established nor are stock requisitions submitted on newly loaded EOQ items. These are controlled internally by the assignment of stockage priority codes (SPC) on EOQ items. As recurring demands are recorded, the S1100/60 uses the stockage priority code as a decision element in determining the number of demands that an item must experience before a demand level is established and stockage requisitions are submitted.

A stockage priority code (SPC) of 5 is assigned when new items are loaded. When enough recurring demands have accumulated, the code is upgraded, a demand level is assigned, and a stockage requisition is submitted. Determination of the stockage priority code to be assigned is based on the number of demands, the urgency justification code (UJC) of the demands, and the number of demand days. These factors are used in updating stockage priority codes, changing demand levels, and submitting stock replenishment requisitions.

EOQ or EMC 1 retail outlet demand levels are changed quarterly or when assets fall below the reorder point and the amount of change equals or exceeds the square root of the existing level. The quarterly review of demand levels is made during file status. The amount of change needed to cause a change in the demand level is:

Demand Level	*Square Root*	*Acceptable Change*
1	1.0	0–2
2	1.4	0–4
3	1.7	1–5
4	2.0	2–6
9	3.0	6–12
16	4.0	12–20
25	5.0	20–30
10,000	100.0	9,900–10,100

Releveling. Demand levels are examined for releveling quarterly or when any of the following conditions occur:

- The demand level reaches the reorder level.
- The date of last demand (DOLD) exceeds 365 days.
- The major command (MAJCOM) directs a review of a demand level.

Requirements computation. Closely related to the file status process is the requirements computation process. This process, performed under program control, is the comparison of total assets to total requirements. It is done during online idle time by the requirements scan program, which has control of the S1100/60. The comparison being performed during this process may result in the creation of requests for due-in cancellations, requisitions, or fund requirement cards (FRC).

Requirements computation is done when there is an adjustment in assets or demand data (i.e., processing an issue or turn-in transaction). Online application programs store an *R* in the requirements computation flag field on the item record. When the requirements scan program is activated, the entire item record area is reviewed for those records with an R requirements computation flag. The scan program bypasses records without an R. On records with an R, the scan program compares the file status quarter code on the item record to the current quarter code. If the file status quarter code is equal to the current quarter code, indicating that file status has been performed during the quarter, only requirements computation is performed. Requirements computation consists of:

a. Blanking the item record requirements computation flag field.

b. Creating stock replenishment requisitions or FRCs each time the assets on hand, or on order, are equal to or less than the computed reorder level plus due-outs.

c. Creating due-in cancellation requests for due-in excesses that are eligible to be cancelled. (Due-in excesses comprise the quantity portion of the total assets that exceed the total requirements.)

d. Releasing due-outs when a serviceable balance exists.

e. Creating forced excess cards (TRIC FEX) or reportable asset cards for unreportable serviceable redistributable equipment. Redistributable materiel (Excess) details are established for reportable items with a source of supply other than Air Force Logistics Command (AFLC). Any existing details for AFLC items are updated. If no detail exists for excess AFLC items, a detail is created.

When the file status quarter code is unequal to the current quarter code, file status is done at that time.

File status quarter code. File status quarter codes are numeric or alphabetic characters which represent a current date. This code is computed under program control and assigned to the item record when requirements computation or file status is performed. Codes are:

Code	*Current Date*
1 or A	001–091
2 or B	092–182
3 or C	183–273
4 or D	274 and above

File status. File status is the review of the entire item record area made once each 90 days for the purpose of updating item record demand levels, identifying excesses, and deleting inactive item records. File status is done after requirements computation has been completed. It is done under program control during online idle time. To prevent excessive workloads, file status is done on only part of the item records at any one time. However, all item records must be file status processed at least once each quarter.

To initiate file status, the RPS/main site console operator processes a DAY card with a starting data base key, type excess category code, budget code, system designator, and type stock record account code. Outputs as a result of the excess review are determined by the type excess category code. Examples of some of these codes, with explanations, are:

Code	*Explanation*
A	Review all items, report serviceable redistributable materiel, and request due-in cancellation.
1	Review all items; request due-in cancellation only.
3	Review local purchase (J-type routing identifier) items; request due-in cancellation only.

Code	*Explanation*
8	Review all EOQ (ERRCD XB3) items; request due-in cancellation only.

In addition to reviewing and reporting excesses, and requesting due-in cancellations, the file status program creates requisitions and fund requirement and forced excess cards, as needed.

Exercises (602):

1. What methods are used to compute demand levels?

2. What are the factors used in computing the repair cycle demand level for an XD item that cost $899?

3. What is the computed quantity for reporting XF3 excesses based on?

4. What determines the stockage priority code?

5. When is a stockage priority code of 5 assigned?

6. When do demand levels change?

7. What does the scan program look for in the requirements computation flag field on the item record?

8. What is compared during the requirements computation process?

9. What file status quarter code is assigned to an item record undergoing file status on 6258?

10. How often is file status conducted?

11. What is the purpose of file status?

12. What types of output cards are produced by file status processing?

1-2. Adjusted Stock Levels

An adjusted stock level is the quantity required to be on hand or on order for specific purposes or the level set for the management of the requisitioning objective.

A requisitioning objective based on the demand level is not always adequate to support operational requirements. Also, the computed requisitioning objective may be greater than the actual requirements in some cases. When such conditions are identified, adjusted stock levels are assigned. These levels, maximum, minimum, and fixed, provide the capability to adjust demand levels upward or downward, or to fix the level at a specified quantity. We can conclude, therefore, that proper control and management are essential for adjusted stock levels to be effective.

603. Cite the types of adjusted stock levels and indicate what type of level is appropriate for given situations.

Adjusted Minimum Level. A minimum level specifies the minimum quantity required to support anticipated operating requirements. This type of level is established when there is insufficient demand experience to establish an adequate demand level, or it is necessary to ensure a minimum operating level regardless of fluctuations in the demand level. The SBSS provides the capability to further identify minimum adjusted stock levels by three types to aid in stock control management.

Type level A. This is a minimum level for which the requirements program applies a stock reorder point which is one-third of the adjusted stock level quantity unless the normal reorder point is greater. This type of level should be used when one-for-one stock requisitioning is not needed. It should also be used when one-third of the adjusted stock level quantity is enough to satisfy demands normally expected between the time of stock requisition and receipt. Using minimum type level A reduces the number of requisitions generated to maintain an adequate stock position.

Type level B. This type of minimum level has a reorder point of one less than the minimum level quantity. This type of level is used only when support requirements make it necessary to generate a stock requisition each time on-hand assets fall below the minimum level.

Type level C. This type of minimum level has a stock reorder point which is one less than the minimum level quantity. Type level C differs from type level B in that C levels are not automatically deleted under program control once the demand level equals or exceeds the total minimum level. Type levels A and B are automatically deleted once the demand level equals or exceeds the total minimum level. This code should only be applied when it is necessary to retain the adjusted stock level detail even though it has no present effect on the stock level. A good example is a seasonal item, such as antifreeze, which only experiences demands during a certain part of the year.

Adjusted Maximum Level. A maximum level (type level flag D) is designed to restrict stockage. A maximum level may be established when the demand level of an item should be limited for such reasons as programmed phasedown, seasonal requirements, or limited storage facilities. If the demand level is greater than the maximum level, the maximum level is the controlling level.

Adjusted Fixed Level. A fixed level (type level flag E) is designed to maintain the stockage position of an item at a constant level. When a fixed level is assigned to an item, the requisitioning objective remains constant and doesn't fluctuate due to demand patterns.

Exercises (603):

1. What type of adjusted stock level should you establish when there is insufficient demand experience to establish an adequate demand level?

2. What type of minimum adjusted stock level has a reorder point that is one-third of the adjusted stock level quantity?

3. What type of minimum adjusted stock level should you establish for seasonal items?

4. What types of minimum adjusted stock levels are automatically deleted once the demand level equals or exceeds the total minimum level?

5. What type of adjusted stock level restricts stockage?

6. What type of adjusted stock level maintains an item's stockage position at a constant level?

604. Specify procedures for requesting, processing, and controlling adjusted stock levels.

Requests for Adjusted Stock Levels. Occasionally, all organizations, units, and detachments supported by the SBSS may request that adjusted stock levels be established to support special projects or special operating requirements when the existing demand data cannot support the requirement. Requests for adjusted stock levels are submitted by the requesting activity on an AF Form 1996, Adjusted Stock Level, in two copies.

Sometimes, the use of an AF Form 1996 is impractical. For example, when special circumstances exist involving a large number of items that require adjusted stock level support to a specific project or to fulfill a special operating requirement, it becomes impractical to use an AF Form 1996. The chief of supply (COS) or chief of services may waive the requirement for individual AF Forms 1996 if the approval authority concurs with the waiver.

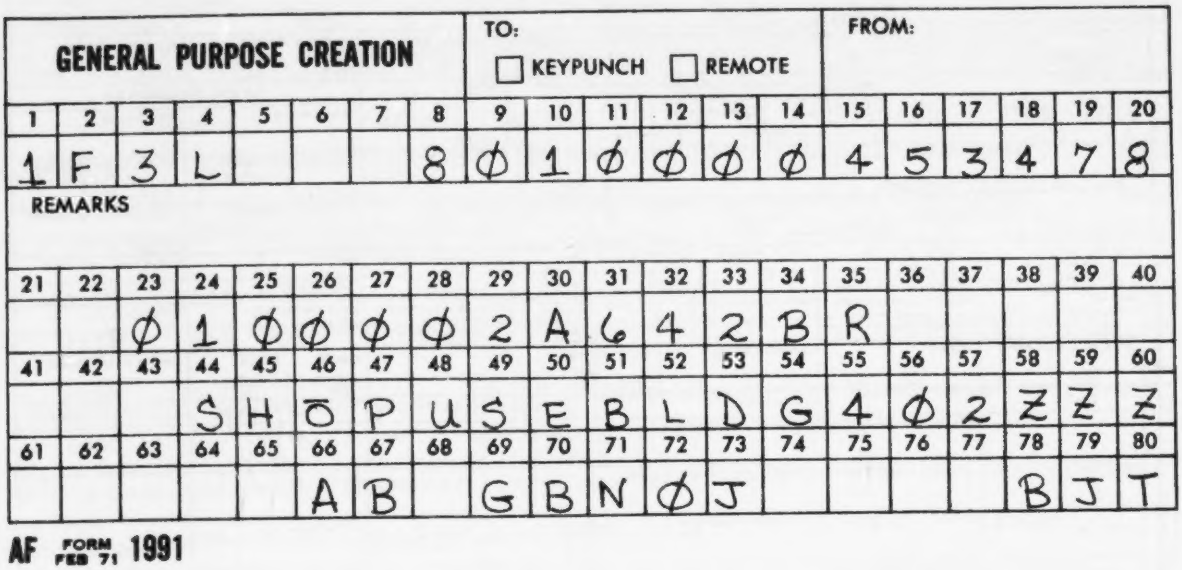
Processing Adjusted Stock Level Requests. Adjusted stock level requests should be processed promptly to ensure that requisitioning objectives are adjusted to support the customer requirement as rapidly as possible. The requirements unit, adjusted stock level monitor, reviews and analyzes each request to determine alternatives to establishing adjusted stock levels. If the item can be obtained from depot services or can be made locally, you should recommend disapproval if sufficient time is available to satisfy operational requirements.

If it is determined that an adjusted stock level is required, the adjusted stock level monitor prepares an adjusted stock level load input. This is done by using an AF Form 1991, General Purpose Creation, transaction identification code (TRIC) of 1F3, with an action code of L (for load) in cc 4 (fig. 1-1). The upper portion of the AF Form 1996 (fig. 1-2) is the source of information for preparing the 1F3L.

This input establishes an unconfirmed (memo) adjusted stock level detail and outputs a notice (fig. 1-3) which is used to complete the supply data portion and base control number on the AF Form 1996 (fig. 1-2). After the AF Form 1996 is completed, it is sent to the stock control supervisor for recommendation of approval or disapproval. The funds manager recommends approval or disapproval of funded items. Then the AF Form 1996 is sent to the COS for action. If the adjusted stock level requires only base-level approval, copy 1 is sent to the approving authority, and copy 2 is held in suspense pending approval. If the approval authority is above base level, you reproduce copy 1 and forward copies 1 and 2 through command channels to the approving authority. The reproduced copy is kept in a suspense file pending approval or disapproval.

If the approved/validation date is known at the time of the adjusted stock level load, you enter the date in card column (cc) 74–77 of the input. This loads the approval date to the adjusted stock level detail and loads the detail as firm. This eliminates the need to keep a suspense copy of the AF Form 1996, pending approval or disapproval.

When approval is received, a TRIC 1F3 with action code A is input to update the date of approval field. This input converts the adjusted stock level detail from unconfirmed (memo) to confirmed (firm) and provides a notice to the



GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	F	3	L				8	0	1	0	0	0	0	4	5	3	4	7	8
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
		0	1	0	0	0	0	2	A	6	4	2	B	R					
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
			S	H	Ō	P	U	S	E	B	L	D	G	4	0	2	Z	Z	Z
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
					A	B		G	B	N	0	J					B	J	T

AF FORM FEB 71 1991

Card Column	Data to be Entered
1-3	TRIC
4	Action Code
8-22	Stock Number
23-24	System Designator
25-29	Input Level Quantity
30	Activity Code
31-35	Organization and Shop Code
44-57	Application
58-60	Standard Reporting Designator
66	Type Level Flag
67	Level Directed by Code
69	Level Justification Code
70	Approval Flag
71	Shop Repair Capability
72-73	Major Command Code
78-80	Initiator, Desk Number, or Blank

Figure 1-1. Adjusted stock level load.

STOCK NUMBER 8010000453478	NOMENCLATURE Paint, White			ORGN CONTROL NO. 642BR	BASE CONTROL NO. 60800396
PART NUMBER MIL83492	APPLICATION (*T.O., figure and index*) Shop Use	SRD 777	PROJECT CODE N/A	SUPPLY POINT N/A	BENCH STOCK N/A

REPAIR SHOP N/A	REPAIR SHOP CAPABILITY ☐ FULL ☐ PARTIAL ☒ NONE	REPAIR SHOP RCT N/A	RPC N/A	LEVEL REQUESTED MAXIMUM N/A	 MINIMUM 2
DATE 17 Mar 86	ORIGINATOR SSgt Kaisen	ORGANIZATION 3415 CMS		OFFICE SYMBOL MABW-1	AUTOVON NUMBER 926-4578
DATE 17 Mar 86	SIGNATURE OF APPROVING OFFICIAL (*Deputy Commander for maintenance or equivalent*) James M. Cooper			OFFICE SYMBOL CC	AUTOVON NUMBER 926-3197

SUPPLY DATA

AS OF DATE 6080	ERRC XB3	UI GL	UNIT PRICE 4.95	ROUTING ID GD0	SC 9	DEMAND LEVEL 0	DOFD 4273	CUM RECUR DMD 1
DOLD 6065	MAXIMUM LEVEL N/A		MINIMUM LEVEL 0	FIXED LEVEL 0		DO 28 CENTRAL LEVEL 0	ADJ DEMAND LEVEL 0	WRM LEVEL 0
AVG % BASE RPR 0	NRTS 0		CONDEMNED 0	REPAIRED 0			O&ST 28 · RCT 0	NET ADJUSTMENT 2

COORDINATION

DATE	SIGNATURE	APPROVE	DISAPPROVE	OFFICE SYMBOL	AUTOVON NUMBER
	FUNDS MANAGER OR EQUIVALENT				
	STOCK CONTROL OFFICER OR EQUIVALENT			AFSRAN	
	CHIEF OF SUPPLY OR EQUIVALENT			AFSRAN	
	MAJOR COMMAND			OFFICE SYMBOL	
	INVENTORY MANAGEMENT SPECIALIST			OFFICE SYMBOL	
	LOGISTICS SYSTEMS MGT DIVISION			OFFICE SYMBOL	

STOCK NUMBER	NOMENCLATURE	LJC	MAX LEVEL APPROVED	MIN LEVEL APPROVED
8010000453478	Paint, White	G	N/A	2

JUSTIFICATION

Be as detailed as possible in plain English. If you use abbreviations, explain them at least once. "To prevent a MICAP" is not, in itself, sufficient justification. Use the following questions as a guide to determine if you have good justification for an adjusted stock level.

1. What is the end item and briefly, what is its mission?
2. Is there a random failure pattern for this item or an anticipated increase in usage?
3. What is the impact of item failure? What services are lost and who is affected? Cite mission impact.
4. Why is it essential to have the item onhand? Why must the end item be repaired immediately?
5. Is backup equipment available?
6. Why are computed demand levels inadequate to support the requested item?

REASON FOR DISAPPROVAL

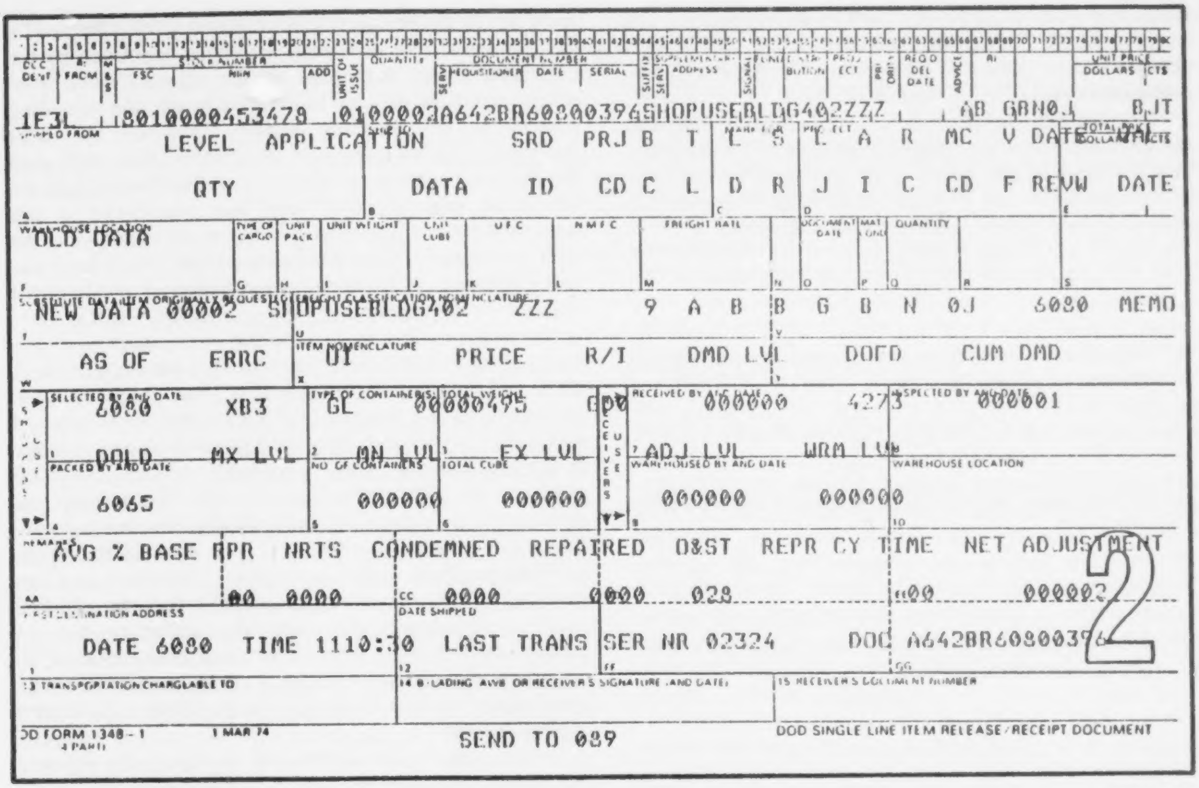
REVALIDATION

DATE	ORIGINATOR	ORGANIZATION	OFFICE SYMBOL	AUTOVON NUMBER
DATE	SIGNATURE OF APPROVING OFFICIAL (*Deputy Commander for maintenance or equivalent*)		OFFICE SYMBOL	AUTOVON NUMBER
DATE	SIGNATURE OF CHIEF OF SUPPLY (*or equivalent*)		AFSRAN	AUTOVON NUMBER

AF FORM APR 83 1996 PREVIOUS EDITION WILL BE USED

ADJUSTED STOCK LEVEL

Figure 1-2. Sample, AF Form 1996.



```
1F3L   8010000453478  0100003A642BR60800396SHOPUSEBLDG402ZZZ      AB GBN0J      BJT
          LEVEL   APPLICATION          SRD   PRJ  B    T    L   S    L   A    R   MC    V  DATE VAL
               QTY                DATA     ID     CD  C    L    D   R    J   I    C   CD    F  REVW   DATE
 OLD DATA
 NEW DATA 00002  SHOPUSEBLDG402   ZZZ          9    A    B    B   G    B   N   0J       6080   MEMO
    AS OF      ERRC      UI         PRICE     R/I       DMD LVL       DOFD       CUM DMD
     2080       XB3      GL      00000495     G00      000000        4273       000001
     DOLD       MX LVL      MN LVL      EX LVL      ADJ LVL        WRM LVL
     6065                  000000      000000        000000        000000
 AVG % BASE RPR  NRTS   CONDEMNED   REPAIRED   O&ST   REPR CY TIME    NET ADJUSTMENT
             00  0000       0000        0000   028             00         000002
   DATE 6080   TIME 1110:30  LAST TRANS  SER NR 02324       DOC A642BR60800396
                          SEND TO 039
```

DOC IDENT
RI FROM
M & S
STOCK NUMBER
FSC
NIIN
ADD
UNIT OF ISSUE
QUANTITY
DOCUMENT NUMBER
SERV
REQUISITIONER
DATE
SERIAL
SUFFIX
SERV
SUPPLEMENTARY ADDRESS
SIGNAL
FUND
DISTRIBUTION
PROJECT
PRIORITY
REQD DEL DATE
ADVICE
RI
UNIT PRICE
DOLLARS
CTS
SHIPPED FROM
TOTAL PRICE
DOLLARS
CTS
WAREHOUSE LOCATION
TYPE OF CARGO
UNIT PACK
UNIT WEIGHT
UNIT CUBE
UFC
NMFC
FREIGHT RATE
DOCUMENT DATE
MAT COND
QUANTITY
SUBSTITUTE DATA/ITEM ORIGINALLY REQUESTED
FREIGHT CLASSIFICATION NOMENCLATURE
ITEM NOMENCLATURE
SELECTED BY AND DATE
TYPE OF CONTAINER(S)
TOTAL WEIGHT
RECEIVED BY AND DATE
INSPECTED BY AND DATE
PACKED BY AND DATE
NO OF CONTAINERS
TOTAL CUBE
WAREHOUSED BY AND DATE
WAREHOUSE LOCATION
SHIPPERS
RECEIVERS USE
REMARKS
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
14 B/LADING AWB OR RECEIVER'S SIGNATURE (AND DATE)
15 RECEIVER'S DOCUMENT NUMBER
DD FORM 1348-1
4 PART
1 MAR 74
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT
2
GT610606

Figure 1-3. 1F3L output notice.

requirements unit. The notice and approved adjusted stock level request are processed as follows:

a. For command or AFLC (ALC) approved adjusted stock levels, you annotate the reproduced copy of the original request (AF Form 1996) with the approval date, attach the output notice to the annotated copy of the reproduced request, and send both to the requester for use during the next review and validation. The signed adjusted stock level request (copy 1) is placed in file by the requirements unit as the basis for audit or inspection of adjusted stock levels. This file should be kept in document number sequence to aid in the performance of review and validation actions. The filing sequence may be deviated from at the option of the major command. If this option is used, the file must be adequately cross-referenced to ensure ease in locating the supporting material for the approved adjusted stock level.

b. For base-approved adjusted stock levels, you remove the suspense copy from the file and destroy it. Then you attach the output notice to the signed adjusted stock level request and forward both to the requester for use during the next review and validation.

If the AF Form 1996 is returned disapproved, you prepare a TRIC 1F3 with action code D (delete) input to delete the memo adjusted stock level detail. The output notice generated from this input is attached to the AF Form 1996, and all copies are sent to the requester. The requirements unit ensures that the reason for disapproval is clearly indicated. AF Forms 1996 received without a clear reason for disapproval are returned to the appropriate agency for proper annotation before they are sent to the requester.

Followup Action. When approval is not received within 10 days for base approved adjusted stock levels, and 45 days for major command, AFLC (ALC)-, and HQ USAF-approved adjusted stock levels, followup is submitted through the same channels as the original request. To do this, the requirements unit prepares a cover letter and reproduces a copy of the AF Form 1996 or other media and sends both to the original addressee, requesting approval or disapproval action.

Additional followups should be unnecessary. However, should the approval authority fail to respond within 15 days after the followup, take the following action:

a. If approval authority is base level, advise the COS, who determines the action to be taken.

b. If approval authority is beyond base level, submit a letter documenting the submission and followup dates and send all documents through command channels to the major command director of supply and services.

Adjusted Stock Level Details. The SBSS provides an adjusted stock level detail for the control and management of adjusted stock levels. These details (type L), along with the signed semiannual base review listings, are the only records (file) required to support base-approved adjusted stock levels until the levels become a year old. The adjusted stock level detail must be supported by correspondence and an approved AF Form 1996 when the adjusted stock level is directed by or when a base-initiated request requires command or AFLC (ALC) approval.

Minimum adjusted stock level details may be loaded to any item within an interchangeable and substitute grouping. In addition, multiple details may be loaded to the same item/group when the adjusted stock level is required to support different shops within the same organization.

Exercises (604):

1. What form is used to request an adjusted stock level? How many copies are needed?

2. Who prepares the 1F3L input to load an adjusted stock level?

3. What happens to the adjusted stock level detail when you process a 1F3A?

4. What action is taken on a disapproved AF Form 1996 that doesn't have the clear reason for disapproval annotated?

5. When is followup action taken on an adjusted stock level that needs base-level approval?

6. What is used to control and manage adjusted stock levels?

605. State the purpose of and product used to review and validate adjusted stock levels.

Review and Validation. The costs of maintaining adjusted stock level details dictate that all adjusted stock levels be reviewed and validated. Adjusted stock levels are validated annually and reviewed when directed by major command (MAJCOM) or local management. The adjusted stock level review program, R35, is used to conduct reviews or validations of adjusted stock levels.

Review. The review process consists of the initiator's *confirmation* that the approved level is still required in the quantity described in the original justification. The review process applies to both directed and base-initiated adjusted stock levels. In the case of base-initiated levels (directed by code B–Base), the reviewing activity is identified by the organization and shop code on the adjusted stock level detail record. In the case of directed levels, the reviewing activity is the directing activity (directed by codes A–AFLC, C–Command, or D–USAF). The reviewing activity must confirm, as a minimum, that the end item for which the adjusted stock level was established is still supported and that the level quantity is not excessive in the light of experience gained since the adjusted stock level was first requested. A complete renegotiation of levels is not required during a review.

Validation. This is a *complete renegotiation* of the adjusted stock level which must be done annually on those levels still required. Base-initiated adjusted stock levels are validated, using a produced AF Form 1996 format created by the R35, option two. When the directed-by code is other than base initiated, i.e., command, AFLC, or USAF directed, the R35, option four is used. The activity that validates these levels is determined by the directed-by code, the major command code, and the data in the detail application field. The validation process provides confirmation by the directing authority that the adjusted stock level requirement and the authority for its establishment remain valid. Validation products must be processed sufficiently in advance of the expiration of the level's approval date to ensure validation before the level's expiration date.

Several options are available for use during the adjusted stock level validation and review. Depending on the option used, a 1F3V card is produced. When the validation/review is completed, the 1F3V card is input to the S1100/60 to update the date of last validation/review on the adjusted stock level detail record.

Adjusted Stock Level Review (R35). The R35 is designed for the review and validation of adjusted stock levels. There are four options that can be used when reviewing/validating adjusted stock levels. These are:

a. Option 1 produces a listing of adjusted stock levels for review purposes. It updates the date of last review field in the adjusted stock level detail with the current Julian date.

b. Option 2 produces a printed image of the AF Form 1996 on tab paper for the annual validation of base-initiated adjusted stock levels. This option produces 1F3V cards.

c. Option 4 produces a listing of directed adjusted stock levels for annual validation purposes and 1F3V cards.

d. Option 5 provides a list of memo adjusted stock level details with an established date/date of last review over 45 days old. This option should be processed monthly.

Exercises (605):

1. How often are adjusted stock levels validated?

2. What is the purpose of reviewing adjusted stock levels?

3. What action occurs during the validation of adjusted stock levels?

4. What product is used to review and validate adjusted stock levels?

1-3. Initial Spares Support List (ISSL)

Aircraft, missiles, engines, equipment, and other end articles coming into the Air Force inventory, regardless of the source, and those that move within the total inventory from one location to another must be supported as soon as the end article is received by the location from which it operates. Prior to the assignment and installation of new weapon systems or equipment to a base or location, Base Supply must have available a given range and depth of stock to ensure acceptable support from the first day the end article is assigned. Therefore, the proper range and depth of stock must be determined beforehand through the initial provisioning process or by relying on actual experience that is already accumulated as part of the historical data base. This range and depth of stock must then be stored at the gaining location or base sometime in advance of the weapon system or end article. The initial support of these new weapon systems or equipment is provided through the use of an initial spares support list (ISSL).

606. Cite the purpose of an ISSL and the procedures for processing ISSLs.

ISSL Processing. ISSLs are the means of informing bases of projected repair and replacement items required to support end items or weapon systems to be assigned. ISSLs are developed through a joint effort of both the contractor for the weapon system and the Air Force depot that has support responsibility for the end item. ISSLs are also used for weapon systems that are not new to the Air Force (AF) inventory. For example, Edwards AFB is notified that a squadron of C130s is assigned to the installation. Even though the C130 has been in the AF inventory for some time, Edwards AFB has never supported that weapon system. Edwards AFB requests a C130 ISSL from its major command. When the C130 ISSL arrives, Edwards AFB can take action to ensure that repair parts and replacement items are on hand when the C130s arrive.

An ISSL becomes a FOSSL once the weapon or end article has gone from the "initial" to "follow-on" support phase. A FOSSL supplements the ISSL and is processed just like the ISSL. All future references in this section are to ISSL; however, they apply to both ISSL and FOSSL.

As a requirements unit clerk, you are concerned with ISSL processing at base level. ISSLs are furnished to you in the form of punched cards to facilitate processing through the S1100/60. Up to 16 ISSLs can be loaded at one time. ISSLs are processed in two phases. The first phase is an offline edit using program GV530, which changes the format of the AFLC ISSL card into a card suitable for online processing. The second phase is the online processing by program GV531. This program interfaces with worker programs to update or create applicable records and requisitions and to accumulate data for the beginning position of the ISSL. The AFLC ISSL deck contains note codes to identify the types of items and their relation to the aircraft or end item involved. Before the S1100/60 begins processing actions, the ISSL cards with note codes 1 and 3 are reviewed to ensure that the end item is applicable to the base. These note codes identify items that apply to specific serial numbered end items within a mission, design, and series.

ISSL edit program. The ISSL monitor prepares the ISSL edit program select card (TRIC XYZFSL). This card contains data required for program decision making during online processing and changing of the AFLC ISSL cards. After this card has been prepared and edited for errors, the AFLC ISSL card deck is input and processed. As it is processed, any errors detected are printed out on an error listing. The card image is also printed and errors are identified by Xs directly under the columns that contain the errors. You may use this error listing to ensure that all corrections are made. The cards that have errors should be reviewed and corrected before they are reinput for processing by the S1100/60.

Online processing. After the ISSL card deck has been edited and corrections have been made, it is ready for processing. Processing the online ISSL cards (TRIC ISL) causes a new item record to be loaded if required, appropriate levels to be established, loading of exception codes, and requisitions to be prepared, if necessary.

ISSL Status Notice. This notice advises the COS and the ISSL monitor of the status of the ISSL. Certain data pertaining to line items, units, and dollar value involved in the ISSL are accumulated during online processing. This data may be printed out any time after the END card has been processed, by inputting an XYZFSL inquiry card, using action code I and the ISSL serial number.

Exercises (606):

1. What is the purpose of an ISSL?

2. How do you receive ISSLs?

3. What are the two program phases used to process ISSLs?

4. Who prepares the ISSL edit program select card?

5. What is the purpose of an ISSL status notice?

1-4. Exception Codes

Exception codes are assigned to the item record to alert you that other than normal processing procedures apply. You read about transaction exception codes (TEX) and issue exception codes (IEX) in Volume 3 of this CDC. This section discusses requisition (REX), shipment (SEX), and excess (EEX) exception codes.

607. Cite the purpose of requisition, shipment, and excess exception codes, and state how they are loaded and controlled.

Requisition Exception Codes (REX). Rex codes are used to identify items that must be requisitioned using special procedures or to suppress automatic requisitioning action. Alpha REX codes can be used to modify requisitions.

REX codes should be used only when absolutely necessary since they create additional workloads within Stock Control. There are times when a supply source cancels an item and tells you that either a special offline requisition (TRIC SPR) is needed or requisitioning should be permanently suppressed. In these instances, assignment of REX code 4 or 5 actually decreases your workload as you are alerted to the exception processing required of that particular item.

Shipment Exception Codes (SEX). SEX codes are assigned to the item record to identify items that require special shipping action or to notify local management when shipping action has occurred.

Excess Exception Codes (EEX). EEX codes identify items that must be processed under special procedures or to suppress automatic excess action. These codes are reviewed semiannually to ensure that approval is in file for each EEX code. Action is taken to delete unauthorized EEX codes.

Exception Code Processing. To load, change, or delete exception codes, you prepare a stock control data-load/change/delete input (TRIC FCD) on an AF Form 1991, General Purpose Creation, or an AF Form 1530, Punch Card Transcript.

An exception control card (ECC) is kept only for certain assigned exception codes. ECC cards are created when you process an FCD input with a punch code P. These cards are filed in stock number sequence by either Stock Control or the appropriate activity. Using the daily document register (D04), (FIC transactions, activity code Y), stock number changes are processed against this file on a daily basis. ECC cards are removed when item records are deleted. You can determine this by using the D04, FID portion.

ECC cards are maintained on AF Form 1998, 1050-II Base Supply System Card, or on AF Form 1500, ADP General Purpose Card (fig. 1-4). When applicable, you enter the expiration date in block B. The requester's name and organization are entered in block C. The supervisor of the activity responsible for monitoring the exception code signs block D. You can use the remainder of the card (both sides) for the reason, justification, cross-reference for supporting documentation (letters, messages, manuals, etc.), or other elements as desired or directed by MAJCOM. Processing procedures should also be annotated on the card.

Exercises (607):

1. What type of exception code should you use when you need to suppress automatic requisitioning?

2. What exception code do you use to identify items subject to special shipping action?

3. What exception code do you use to suppress automatic excess action?

4. What input do you use to load an exception code?

5. When are ECC cards produced?

6. What sequence do you file ECC cards in?

7. What source provides the reason and procedures for processing an item record assigned an exception code?

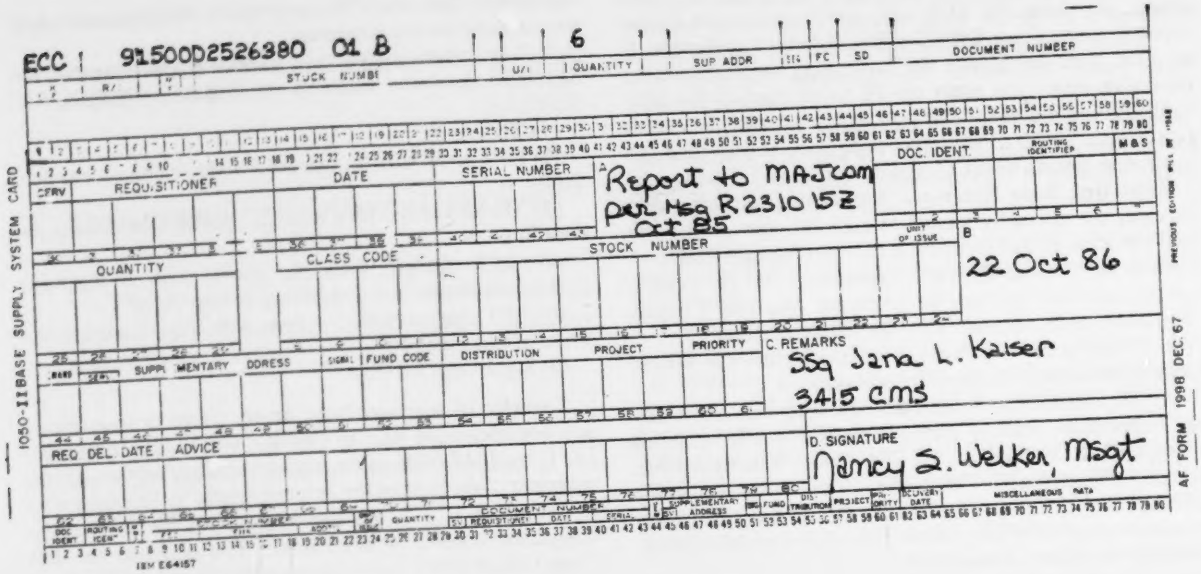
1-5. Base Redistributable Materiel (Excess)

When the quantity of an item on hand or on order exceeds the quantity authorized, the items are excess to base stocks. Redistribution of materiel that is serviceable and not needed by an Air Force activity saves thousands of dollars.

608. State the types of excess materiel and how items are determined to be excess.

Identification of Excess. Assets that meet the reporting criteria are categorized as partial or total redistributable materiel.

Partial redistributable materiel. Investment property is considered as partial excess when the quantity of



ECC 9150OD2526380 01 B 6

STOCK NUMBER | U/I | QUANTITY | SUP ADDR | SIG | FC | SD | DOCUMENT NUMBER

SERV | REQUISITIONER | DATE | SERIAL NUMBER

A Report to MAJcom per Msg R231015Z Oct 85

DOC. IDENT. | ROUTING IDENTIFIER | M&S

QUANTITY | CLASS CODE | STOCK NUMBER | UNIT OF ISSUE

B 22 Oct 86

SUPPLEMENTARY ADDRESS | SIGNAL | FUND CODE | DISTRIBUTION | PROJECT | PRIORITY

C. REMARKS SSgt Jana L. Kaiser 3415 CMS

REQ DEL DATE | ADVICE

D. SIGNATURE Nancy S. Welker, MSgt

1050-II BASE SUPPLY SYSTEM CARD

AF FORM 1998 DEC 67

IBM E64157

Figure 1-4. Exception control card (ECC).

serviceable assets on hand exceeds the requisitioning objective (RO)/retention level.

For ERRCD XB3 system support division (SSD) items, all serviceable on-hand assets above the computed RO are considered as partial excess. For ERRCD XF3 SSD items, the number of on-hand assets which exceed 730 days times the daily demand rate (DDR) plus .999 is considered as partial excess.

General support division (GSD) serviceable assets on hand which exceed the retention level are considered as partial excess. The date that the stockage priority code (SPC) 5 was assigned to the EOQ consumption and demand data variance detail must be less than 731 days for ERRCD XB3/XF3 items.

Noncataloged and nonlisted stock funded items and those items not appearing in any computerized cataloging system are not sent to the defense reutilization and marketing office (DRMO) unless the total quantity is excess. The total on-hand quantity is considered excess when the RO is equal to zero and the DOLD/DOLA (date of last adjustment) is greater than 365 days unless retention creates a storage problem. The date that the SPC 5 was assigned to the EOQ consumption and demand data variance detail must be greater than 730 days for ERRCD XB3/XF3 items.

Total redistributable materiel. This materiel includes all stocks on hand for inactive items. *Inactive items* are defined as those with a zero requisitioning objective, a DOLD/DOLA greater than 365 days, and no adjusted stock level detail with a level justification code (LJC) of 0. In this instance, all assets are considered available for reporting if they meet established procedures.

Causes of Excess. There are many causes which produce excess conditions. Some of these causes, such as a change of mission or an item becoming obsolete, are beyond the control of base supply. However, poor recordkeeping, such as a due-in with a quantity greater than the due-out, is probably the greatest cause of excess and one which you, as an inventory management specialist, must be careful to avoid.

Exercises (608):

1. What are the two categories of excess materiel?

2. When are ERRCD XF3 SSD items considered excess?

3. When are excess noncataloged items sent to DRMO?

4. What items are considered as total redistributable materiel?

609. Specify the procedures for reporting and processing excess materiel.

Forced Excess Cards (FEX). Forced excess review cards (TRIC FEX) are produced by the excess program for those item records assigned an EEX. These cards are reviewed by the requirements unit. The excess monitor processes them against the ECC card file. If no ECC card exists, you input the FEX card which creates an excess report or a transfer to DRMO (TRIC TRM) as applicable. If an ECC card exists and the processing date is past the expiration date, you input the FEX and destroy the ECC card. Processing the FEX card either creates an excess report or a TRM. If the processing date is less than the expiration date on the ECC, you destroy the FEX card.

Reporting Base Excesses. Serviceable redistributable excesses are normally identified each 90 days during file status processing and reported to the item manager (IM).

Materiel excluded from reporting. When certain conditions exist, such as the following, you may exclude serviceable redistributable materiel from reporting.

a. When a partial excess is computed and the excess quantity is less than the quantity unit pack.

b. All redistributable materiel reporting and/or actions are suppressed when a numeric redistributable materiel (excess) code is used during file status. Redistributable materiel category codes are loaded to the restart record to indicate the category of items to be reviewed and the required action to be taken during the excess review. These codes are assigned at base/MAJCOM option.

c. Special cases where HQ USAF directs a base to keep assets for a special weapon/system, which are over and above the normal requirement for that base. In these instances, no excess cards (FEX, FTE, TRM) are produced nor are the base supply file status excess records updated. These items are identified by excess exception code (EEX) 7.

Reporting and processing excess materiel. When an item record with an excess quantity meets established criteria, the S1100/60 produces a report of customer excess materiel (DIC FTE) and establishes an excess detail. The FTE reports excess materiel and/or automatic returns to the IM, DLA, GSA, other service agencies, and DOD Excess Redistribution Centers. As a rule, the input of an FEX card establishes an excess report detail record and a report card (FTE). There are exceptions to the rule:

a. If the input is for a serviceable condition and releveling computes an excess quantity that is less than the unit pack quantity, there is no output for partial excess.

b. If the quantity to be reported does not meet the reporting criteria and the major command excess flag is OFF, the SBSS ADS formats a TRM for offline review of serviceable property when the requisition objective is zero and the DOLD/DOLA is greater than 365 days. If the requisition objective is not zero, the DOLA/DOLD is less than 366 days, or an adjusted stock level detail is on file with level justification code of 0, no action is taken on the input.

c. If the item record type account code is *K*, the S1100/60 produces an I109 management notice in lieu of an FTE card.

d. If the input contains TEX code *C* or *P*, the S1100/60 produces an I110 management notice in lieu of a report card (FTE).

e. If the input supply condition code is serviceable, and an excess detail record already exists with a serviceable supply condition code, and the item is an AFLC managed equipment item, the FTE card reports the item and a new excess detail record is created.

f. If the input supply condition code is unserviceable, the S1100/60 produces transfers to disposal (DRMO/TRIC TRM) for:

(1) XB3 items.

(2) NF2 items with an extended dollar value of less than $100.

(3) XD/XF items with a reparable destination/disposition code of DSP.

(4) XF3, budget code 1, items with a reparable destination/disposition code that is unequal to RPT.

(5) XF3, budget code 9, items with an extended dollar value of less than $100.

(6) Reparables for GSA.

Transfer of nonstocklisted items. Prior to transferring any nonstocklisted item to DRMO, you should review the DD Form 1348-6 file in the research unit to find the original requester. You contact the original requester or workcenter to determine if a future requirement for the item exists (telephone contact is allowable). You annotate the DD Form 1348-6 with a statement regarding future needs. If per MAJCOM option, your base uses the customer integrated automated purchasing system (CIAPS) listing instead of the DD Form 1348–6 file, you perform the necessary research (daily/consolidated transaction register) to find the original requester.

a. If there is a future need, the item is kept and the item record is assigned an EEX code 7. If the DD Form 1348–6 file is not kept, you handscribe a DD Form 1348–6 and keep it as justification for the EEX code 7.

b. If there is no requirement, the item is transferred to disposal (DRMO). The DD Form 1348–6 is attached to the A5J, transfer to disposal document.

c. Items assigned an EEX code of 7 are reviewed semiannually along with the other items assigned an EEX. If the item is to be kept, document the review on the DD Form 1348–6. If the item is no longer required, you delete the EEX code 7 and transfer the property to DRMO.

Disposition Instructions. The source of supply processes the report of customer excess (FTE) cards and determines the disposition of the excess. The reply card directs the reporting base to dispose of the excess in any of the following ways:

a. Return the items to the source of supply to be used to fill future requirements.

b. Ship the items to another base. The source of supply has an outstanding requisition and can use the excess items at your base to satisfy the needs of another base. This is known as a redistribution order (RDO). It is much more economical to ship an item from one base to another than it is to return the items to the source of supply and then reship them.

c. Transfer the excess items to DRMO when the source of supply does not have a need for them and it is uneconomical to hold them for future requirements. DRMO processes items out of the Air Force inventory. Items are transferred to DRMO when they are not needed or cannot be used for their intended purpose.

Exercises (609):

1. What is output by the excess program for item records assigned an EEX?

2. What is created as a result of processing FEX cards?

3. When are serviceable redistributable excesses normally identified?

4. How are reports of excess materiel reported to the source of supply?

5. Prior to transferring a nonstocklisted item to DRMO, what action do you take?

6. Who provides disposition instructions on items reported as excess?

1-6. Shipments and Transfers

In the previous section, you read about base excesses and how they are identified, reported, and processed. You also read about disposition instructions received from the controlling agencies. In this section, shipping, transfer procedures, documentation involved, and offline procedures are covered.

610. Cite the types of shipments and transfers along with their processing procedures.

Types of Shipments and Transfers. This section discusses directed and nondirected shipments and transfers processed in accordance with military standard requisitioning and issue procedures (MILSTRIP).

Directed shipment. Directed shipments are all shipments of materiel by operating bases that result from receipts of RDO, referral orders, replies to reports of customer excess, shipping orders, or directives received from Air Force item managers (AFLC), DLA, other service inventory control points (ICP), GSA, AFLC subsystem aggregation manager (SSAM), AFLC system support manager (SSM), or excess redistribution centers.

Nondirected shipment. This type of shipment includes all shipments of materiel by operating bases that result from a local management decision to force the shipment or transfer of materiel without prior receipt of disposition instructions or an RDO. Shipments in this category are:

a. Special shipment—an authorized base-to-base transfer (lateral support).

b. Automatic shipment—return of AF managed unserviceable (reparable) materiel, that is authorized depot-level repair, to a storage site, specialized repair activity, or contract facility.

Transfer. The term "transfer" refers to materiel transferred to DRMO, whether the transfer was directed or nondirected.

Forms and Documents. The DD Form 1348-1, DOD Single Line Item Release/Receipt Document, is prepared by the shipping activity to effect directed and nondirected shipments. SBSS preparation of the DD Form 1348-1 is limited to two books, each containing four copies. When an RDO or SHP (shipment) is processed against an item record with a classified or sensitive controlled item code, an extra book (four copies) of the DD Form 1348-1 is printed as a hand receipt for handling this type of property.

A DD Form 1348-1 is prepared and used for transferring materiel to the DRMO. SBSS preparations of the DD Form 1348-1 are two books (eight copies), except for cryptologic materiel which is one book (four copies).

Online Processing. Various transactions and internal records are affected by the input of a shipment (SHP) or transfer (TRM). Most of these inputs involve replies to reports of customer excess (FTR). Before you read how these transactions are affected by shipments or transfers, it is important for you to understand that the SBSS is designed to prepare documents automatically (online) to accomplish shipments/transfers, except for post-post and controlled exceptions. The management and systems officer ensures that inputs to the SBSS resulting in shipment or transfer action are processed for all off-base activities and that CSB (computer support base) inputs are processed at a rate consistent with transportation capabilities. This must be a coordinated effort especially when bases are involved in the movement of a large volume of excesses. When possible, RDOs or replies to reports of customer excess are batch processed by destination to aid Transportation in consolidating shipments.

Input of shipments/transfers to the SBSS updates the serviceable balance field on the item record or decreases/deletes the unserviceable detail record. If an input is the result of a reply to a report of customer excess, the applicable excess detail record is deleted, and a shipped not-credited detail (SNC) record is added for those shipments when credit is given. Transaction histories are built for the item record decrease, for the decrease/delete of the unserviceable detail record, and for SNC detail record adds.

Unserviceable assets are maintained on an unserviceable detail. This detail is identified by type detail record code D and activity, organization, and shop code of R920RW. Unserviceable details identify items in an unserviceable condition that are physically located in Supply. These details are established automatically under program control when an unserviceable asset is picked up and is not automatically shipped or transferred to another site. These details are updated or deleted at the time that the asset is shipped/transferred or issued to maintenance (TRIC MSI) for repair. The only other method of reducing/deleting this detail is by inventory adjustment procedures. These details are monitored through the use of the DIFM listing (R26).

Release of directed or nondirected shipments results in a DD Form 1348-1 being produced on the appropriate warehouse terminal during online processing. Nondirected shipments that result from turn-ins of unserviceable items cause the DD Form 1348-1 to be printed back to the input function. In the absence of a warehouse location on the item record or unserviceable detail record, the output DD Form 1348-1 is printed on the RPS/main printer. When the RDO print option flag in the base constants record is 1, all DD Form 1348-1 shipping documents for priority group 3 (priority 9-15) redistribution orders are printed on the RPS/main printer. All shipping documents for satellite supply accounts (A1-A9) are printed on the satellite terminal, except shipments for turn-ins of unserviceable items which are printed back to the input function. When a SHP is input with TEX code @ (7-8 punch), the output shipping document is directed to the input function.

Redistribution orders (A2x), referral orders (A4x), replies to reports of customer excess (FTR) credit returns, and nondirected shipments (SHP) processed (except SHP 20xx series SRAN (stock record account number) and/or automatic shipments that result from the input of a turn-in) output a shipment suspense card (SSC) and create a shipped not credited (SNC) or shipment suspense detail record.

An input (TRIC TRM) transferring property to DRMO causes all affected records to be updated and a DD Form 1348-1 to be printed back to the input function during online processing. When the input terminal function is 062 or 063, the DD Form 1348-1 is printed on the RPS/main printer. If the input is for a satellite (A1-A9), the DD Form 1348-1 is directed to that applicable terminal function.

Directed Shipments. We said earlier that demands placed on bases by AFLC item managers to satisfy other Air Force base requirements or replies to reports of customer excess submitted by bases to AFLC for property disposition are called redistribution orders (A2x) and referral orders (A4x). Replies to reports of customer excess (FTR) are provided for reports of customer excess submitted to the applicable agency—i.e., item manager (IM), Defense Logistics Agency (DLA), etc. A status code in cc 65-66 in the reply card gives disposition instructions.

Bases reporting items as being excess are required to honor the item manager's request to return the excess property. It is not necessary to manually review redistribution orders (A2x), referral orders (A4x), or replies to reports of customer excess (FTR). They should be input to the S1100/60 immediately. The requirements unit clerk must pay special attention to A2x/A4xs which have a 5 or an E in the third position of the document identifier field (DIC). The third position indicator tells you to process these as controlled exceptions on a post-post basis. There are times when a quantity of an item is reported as being excess. However, before the A2x/A4x is received, you issue a portion of the quantity reported as excess. When you receive the A2x/A4x and input these to the S1100/60, an RDO denial card (B7x) is produced for the quantity not shipped, except when the A2x/A4x contains *YDISPL* in cc 45-50. All output denial cards are screened by the requirements unit prior to being transceived. Redistribution orders (A2x), referral orders (A4x), and replies to reports of customer excess (FTR) play a major role in the distribution and redistribution of property to and from Air Force depots or other Government agencies to Air Force bases.

Nondirected Shipments. In addition to the shipment of assets as a result of A2x/A4x and FTR processing, other circumstances require shipment or redistribution from base stocks. A base-to-base shipment (SHP) to provide lateral support is a good example of a nondirected shipment. Nondirected shipments are also made as the result of turning in unserviceable (reparable) materiel authorized for automatic return to a storage site, to a specialized repair activity, or to a contract facility for depot-level maintenance, and as a response to instructions received from the major command.

Transfers to DRMO. Transfer of materiel to DRMO can result from the processing of A2x/A4x, or FTR inputs, or from the turn-in of unserviceable items that meet the disposal criteria outlined in AFM 67-1, Volume I, Part One, Chapter 3, from directed or condition condemnations or special instructions received from AFLC item managers or the major command. When materiel is transferred to DRMO, either by input of a TRM card or by a determination made under program control, all affected records are updated online and a DD Form 1348-1, transfer document, is produced.

Directed transfers. Replies to reports of customer excess that direct transfer to DRMO (A2x/A4x, FTR) are input to the S1100/60 without manual review. Upon input through the S1100/60, the serviceable item is releveled. The requisition objective and the DOLD/DOLA is applied before the transfer is processed to DRMO. The output is made on a DD Form 1348-1, disposal/transfer document, and is prepared in two books (eight copies).

Nondirected transfers. When the transfer of materiel is a result of an organization turn-in, the SBSS internal program automatically prepares a DD Form 1348-1, disposal document. In those cases where materiel is authorized to be transferred automatically to DRMO (directed condemned, condition condemned, etc.), the responsible section manually prepares and processes a TRM card with the applicable disposal authority code.

Processing an A2x/A4x, FTR, or a TRM card for a transfer to DRMO updates the affected records online and creates the necessary transaction histories. A TRM card is output during file status for review purposes before disposal action. If it is determined that the item should be disposed of, the TRM is input for DD Form 1348-1 preparation.

Organization transfers. In some cases, the using organization prepares the DD Form 1348-1 (A5J) and transfers the property directly to DRMO without prior processing by the SBSS. The following types of materiel are authorized direct transfer to DRMO:

a. Unserviceable XB3 items downgraded to scrap. Other scrap and waste as defined in AFM 67-1, Volume VI, Chapter 2.

b. Non-NSN locally manufactured items.

c. Non-EAID (equipment authorization inventory data) commissary store equipment.

d. Materiel owned by nonappropriated fund activities.

All other materiel (i.e., furniture, office supplies, individual equipment, etc.) are turned in to Base Supply.

The Air Force supports the Department of Defense (DOD) principle of effective utilization/reutilization and conservation of Government-owned materiel to the fullest extent permitted by consideration of economy and safety. Consumable and expendable XB3 assets are valuable because of their worth in dollars and their contribution to mission accomplishment. Though an activity or workcenter may no longer need an XB3 asset, it is never appropriate to throw away or improperly dispose of such material. The asset may be needed in the future or may be needed by other activities.

The only items that may be thrown away or disposed of as trash are items having no potential value to the Government through future use or resale by DRMO, either in its current configuration or for its basic materiel content. Examples are used gaskets/seals, empty spray cans, broken plastic items, light bulbs, flashlight batteries, etc. All XB3 materiel, serviceable or unserviceable, having a potential use or resale value, are collected, retained, and turned in to Supply for reissue/redistribution, repair and reuse, or transferred to disposal as scrap. Organizations have the option of placing their scrap XB3 items in their XB3 pickup point where supply will transfer the property to DRMO or they can directly transfer their scrap themselves.

Post-Post Shipments and Transfers. The type of shipment or transfer that is processed post-post depends on the post-post phase declared by the COS. When a post-post shipment or transfer is required and a document number has not been provided, the unit or section preparing the DD Form 1348-1, release document, obtains the next available sequential number from the offline supply document register kept by the requirements unit. Post-post shipments and transfers should be kept to a minimum and should be made only when the S1100/60 is inoperative and the request for shipment is for an emergency or other controlled exception. Responses to reports of customer excess (DIC FTR) are not processed as post-post shipments. Rather, you hold the inputs and process them during the post-post recovery period.

To make post-post transactions, the originating unit or section manually prepares a DD Form 1348-1 for shipments or for transfers to DRMO. You also prepare a nondirected post-post input card for a shipment or a transfer. This card is sent to the PCAM unit for keypunching the post-post input load, the SSC, and the RDO denial card (if applicable). The manually prepared DD Form 1348-1 is forwarded to the appropriate warehouse for selection of the property and delivery to base transportation or DRMO. The PCAM unit sends the keypunched post-post card to the post-post control team (PPCT) for processing when the S1100/60 becomes operational and forwards the SSC to the document control section. The RDO denial card, if applicable, is transceived to the activity designated by the routing identifier code.

Exercises (610):

1. What type of shipment results from a local management decision?

2. What is a transfer and what are the two types of transfers?

3. What form is prepared to effect a directed shipment?

4. Who is responsible for ensuring that shipment and transfer inputs are processed at a rate that is consistent with transportation capabilities?

5. As a requirements unit clerk, are you required to manually review A2xs/A4xs/FTRs prior to processing?

6. On 18 May 86, your base reported that it had three excess connector cables. You issued two of these prior to receiving disposition instructions. Upon input of the RDO, what occurs?

7. What type of shipment is a lateral support shipment?

8. What TRIC is used to transfer an item to DRMO?

9. While working in Materiel Control, you are transferring property directly to DRMO. What form and DIC code do you use?

10. What type of XB3 items can be thrown away as trash?

11. Where do you get an offline document number for a post-post shipment?

1-7. Fund Requirement Cards (FRC)

The requirements unit maintains and processes fund requirement cards (FRC) and coordinates with branches and units on stated requirements.

611. Specify the procedures for the maintenance and processing of fund requirement cards (FRC).

Criteria. FRC cards are produced by the S1100/60 when a requisition is suppressed by the urgency of need funding flag (UNFF), stockage priority code (SPC), SPC subgroup, or maximum automatic obligation on the materiel acquisition control record (MACR). Card column 72 of the FRC indicates the reason. A few of the codes are as follows:

a. Code *M* indicates that the total cost of the requirement exceeds the MACR maximum automatic obligation authority.

b. Code *8* indicates that the FRC is for a budget code 9 equipment due-out with a TEX code 8.

c. Code *A*, *B*, *C*, or *E* is the urgency of need funding flag assigned to the MACR. The requirement exceeds the authorized urgency of need.

FRC Card File. The FRC card file is maintained by the requirements unit. It consists of urgency of need designator (UND) A and B due-outs, UND C due-outs (TEX code T), and stock replenishment FRC cards. Only the most current stock replenishment and UND C due-out (TEX code T) FRC cards are kept in file. This file is kept in stock number and system designator sequence with the cards for due-outs segregated from the stock replenishment cards. Major commands may direct an alternative filing sequence.

FRC Processing. FRC cards are processed through the RPS/main card reader or input from the stock control section terminal. To reduce the number of requisitions, FRC cards are consolidated to include due-out and stock replenishment requirements. FRC cards for DLA and nonregulated Army stock funded items are not consolidated unless the priority in all of the cards is the same. Consolidating local purchase items is encouraged.

To consolidate due-out and stock replenishment requirements, combine the total quantity required (due-out plus stock) into a single FRC. Destroy the old stock replenishment FRC cards. Enter TEX code 7 (do not requisition) in cc 51 of each due-out FRC, input the due-out FRC cards, and then the consolidated stock replenishment card. The SBSS locates the due-out details, changes the memo due-out designator (one) to zero (firm due-out), and produces a requisition for the quantity in the stock replenishment FRC. Requisitions are not produced for the specific due-out. FRC cards with a due-out document number in cc 30–43 and blank in cc 51 causes a requisition to be produced for the quantity due-out.

To update the entire FRC card file, you process option 1 of program GV857/R04, fund requirement card update analysis, at least once every 30 days to eliminate cards for due-outs that no longer exist and for stock replenishment cards that are no longer required. You can either process portions of the file over the 30-day period or the entire file at one time.

A new FRC card is prepared for due-outs if the due-out detail record is located and there isn't a matching due-in detail record. If a due-out detail record isn't found, the FRC doesn't process. Stock replenishment FRC cards are releveled. If a requirement exists, an updated FRC card is produced; otherwise, the next input is processed.

Fund Requirement Card Update/Analysis (R04). Overall, the R04 gives managers a wide variety of methods to review requisitioning requirements and make rational decisions on which items should be purchased. The R04 provides the requirements unit with a current deck of FRC cards and a listing of dollar requirements by budget code and system designator. It allows for selective purchasing to ensure maximum use of available dollars.

The R04 is the most comprehensive management tool available to personnel who are responsible for the allocation of stock fund resources at base level. The R04 summarizes and portrays the resulting exception data in a manner designed to facilitate due-out stock replenishment buy decisions.

The R04 has five options and these are:

a. Option 1 produces a deck of validated requirements based upon the input FRC deck only.

b. Option 2 provides a detail list and FRC deck with adjusted quantities based on the number of days the buy option is exercised.

c. Option 3 scans all due-out detail records for memo due-outs/selected memo due-outs. The FRC deck is not used or required.

d. Option 4 allows the funds manager, based on parameter card criteria, to select specific categories of item records to be flagged for releveling.

e. Option 5 provides the funds manager a matrix of standard or desired stockage objective days. A detail listing and cards, input image only, is provided if requested.

Exercises (611):

1. FRC cards should be maintained in what sequence?

2. Fund requirement cards can be consolidated to include what types of requirements?

3. How often is the FRC card file updated?

4. What report gives managers a wide variety of methods to review requisitioning requirements?

5. What option of the R04 produces a deck of validated requirements based upon the input FRC deck only?

1-8. Transaction/Asset Status Reporting System

This system keeps the item managers up to date on the assets in your base's possession. They can then redirect these assets to satisfy shortages at other bases.

612. State the procedures of the transaction/asset status reporting system.

Transaction/Asset Status Reporting System. The Transaction/Asset Status Reporting System consists of the daily Air Force Recoverable Assembly Management System (AFRAMS) Report (D28). The D28 gives the depot item managers an overall picture of assets that are in use all over the world. The information sent in the AFRAMS Report allows the item managers to ensure that assets are distributed among the various bases that use the item, based on actual usage. Redistribution may become necessary when a base has more of an asset than it needs (base excess) and another is short of the same asset. At base level, the requirements unit is responsible for monitoring the AFRAMS Report.

Items that require reporting under AFRAMS are identified by an AFRAMS report code assigned to the item record. This code is assigned by the applicable item manager for those items that need special reporting. When the D28 report is run during end-of-day (EOD) processing, the S1100/60 automatically scans those item record transaction histories identified by the AFRAMS report code. When a change occurs in the asset or level position of an item, it is reported. AFRAMS report codes are loaded to the item record by asset status/transaction, excess report request cards (DIC DZE). DZE cards are sent through the stock number user directory (SNUD) system.

Report codes 0–7 (asset status/transaction) for Air Force-managed items are loaded to the item records to indicate the degree and frequency that asset data must be interchanged between an SBSS base and the supporting depot. Report code 8 (one-time asset status report) is input to generate an asset status report to the requesting depot on a one-time basis. Report code 9 (one-time excess report) is input to generate a one-time excess report for any assets above the requisition objective. Codes 8 and 9 are not loaded to the item record.

DZE Processing. SBSS processing of asset status/transaction report codes edits the input report code for its compatibility with the item record ERRCD and routing identifier code. If these elements aren't compatible, a SNUD inquiry card (BDF) is produced and the item record isn't updated. The input report code is stored on the item record in all system designators. Interchangeable and substitute group (ISG) records are updated as required.

Processing of one-time asset status reports by the SBSS edits the requesting routing identifier code (RIC) for alpha and alpha/numeric characters. If the requesting RIC is Jxx or doesn't pass the edit, the request is disregarded. A transaction history is produced for the generation of this report to the activity identified by the requesting RIC on the DZE input.

SBSS processing of one-time excess report codes is accomplished for each system designator. If the input RIC is Jxx, no excess report is produced. If the input stock number is a master or interchangeable in an ISG, the total group assets and demand data are considered in determining excess quantities.

Daily AFRAMS Report (D28). The purpose of the D28 is to print and punch transaction, asset, daily demand rate (DDR), and percent of base repair (PBR) report codes from the daily transaction histories when a change occurs in the asset or level position of an item.

The AFRAMS report consists of punched cards (AFRAMS cards) and a matching list (D28 Listing) that are produced from the transaction histories of the item records identified as AFRAMS reportable. The cards show any asset level changes, such as an issue, turn-in, or NRTS (not reparable this station). The punched cards are electronically transceived to the applicable item manager. The listing is maintained in the requirements unit for 10 days to research errors and as a backup for the reports transceived.

A double asterisk (**) in the right-hand margin of the output list identifies critical items. This signal helps the critical item monitor manage critical items.

The AFRAMS report is an important tool in the management of Air Force assets. It allows item managers to predict trends and adjust stock levels to fit the needs of all Air Force bases.

Exercises (612):

1. What provides item managers an overall picture of assets that are in use all over the world?

2. Who at base level is responsible for monitoring the AFRAMS report?

3. How are AFRAMS report codes loaded to the item record?

4. Based upon report codes, how many types of reports are there?

5. How long is the D28 maintained?

6. How are critical items identified on the D28?

1-9. Numeric Parts Preference Codes (NPPC)

Due to the numerous changes to weapon systems and equipment in the Air Force inventory, items in stock can become unsuitable for use. These items are assigned a numeric parts preference code (NPPC) which states the reason for the unsuitable condition and identifies limitations with respect to future use of local assets.

613. Cite the types of NPPC codes and how they are loaded, changed, or deleted.

Coding. Items that are no longer suitable for normal issue are identified by numeric parts preference codes (NPPC). Normally, unsuitable items are identified by stocklist change actions furnished through SNUD. However, unsuitable items may be identified by any activity when it becomes necessary to restrict the issue or use of a particular item.

Acceptable NPPC codes and their restraints are:

a. Code 2 (DISPOSAL) designates an inactive disposal item which is based on an item manager (IM) or system support manager (SSM) determination that the item has limited usage or is no longer required. Base assets may be issued when they are capable of satisfying a local requirement.

b. Code 3 (CONDEMNED) designates an inactive condemned item which is based on a technical deficiency having safety-of-flight or other hazardous implications. These assets may not be issued to base activities.

c. Code 4 (TIME COMPLIANCE TECHNICAL ORDER (TCTO)) designates an active item which, according to the TCTO, needs modification to the extent that the form, fit, and function of the item have changed.

d. Code 5 (NON-PUBLISHED) designates inactive disposal items which, due to the age of the item or inability of the IM/SSM to obtain spare parts, can no longer be provided or supported. On-hand assets may be used until they're gone or until the item is no longer economically reparable.

e. Code 9 (RESTRICTED ISSUE) designates those items which are unacceptable for Air Force use.

Load, Change, or Delete Actions. NPPC codes for unsuitable items identified by base activities are loaded to the item record by processing an FCD, number 2. FCD inputs update the item records for all system designators and provide a notice (F110, F111, or 034) for each record updated. If you are loading NPPC code 3, 4, or 9, and the item in the data base contains an IEX code 3, 6, E, or K, you must process an FCD to delete the IEX code.

Exercises (613):

1. What are NPPC codes used for?

2. What two methods are used to load NPPC codes to the item record?

3. What NPPC code identifies hazardous items that may not be issued to base activities?

4. What NPPC code identifies items that are unacceptable for Air Force use?

5. What TRIC is used to load, change, or delete NPPC codes for unsuitable items identified by base activities?

Requisitioning

THE TERM "requisitioning," as it is used in the SBSS, identifies a demand for an item placed on the source of supply by Base Supply. It should not be confused with demands placed on Base Supply by an organization.

Although special requisitioning procedures do exist, most requisitions are prepared and submitted automatically by the S1100/60. This, however, is only a small portion of the overall requisitioning process. A number of interrelated tasks are involved in managing requisitions once they have been established. Most of these tasks are the responsibility of the requisitioning unit. In this chapter, we discuss the various tasks performed by the requisitioning unit as well as the different methods of preparing and submitting requisitions.

2-1. Requisitioning Procedures

Requisitioning programs are designed to respond automatically to all requirements, create output documents, establish internal records, and interface with Accounting and Finance (A&F) programs to update monetary records. When requirements cannot be automatically requisitioned, fund requirement cards (FRC) or reject/management notices are produced. There are basically two types of requisitions: (1) automatic and (2) special. Most of the requisitions submitted by Base Supply should be automatic. Special requisitioning procedures should be used only when items cannot be requisitioned under program control.

614. Specify the purpose of MILSTRIP and how requisitions are processed.

Military Standard Requisitioning and Issue Procedures (MILSTRIP). Before we get into the different methods of requisitioning, we will note the origin of the requisitioning procedures used by the Air Force today. In the past, a great burden was placed on the sources of supply (SOS) because each branch of the service used its own forms, formats, and procedures to requisition supplies. This forced SOSs to respond to four widely varied procedures to fill demands from the four service branches.

Not surprisingly, the SOSs requested that the branches conform to one set of procedures. DOD responded by developing the system known as MILSTRIP. The purpose of MILSTRIP is obvious once you know what the letters stand for: "*MI*Litary *ST*andard *R*equisitioning and *I*ssue *P*rocedures." The key word here is *standard*. MILSTRIP is a standard or uniform method of requisitioning supplies from the SOS which all branches of the service are required to use.

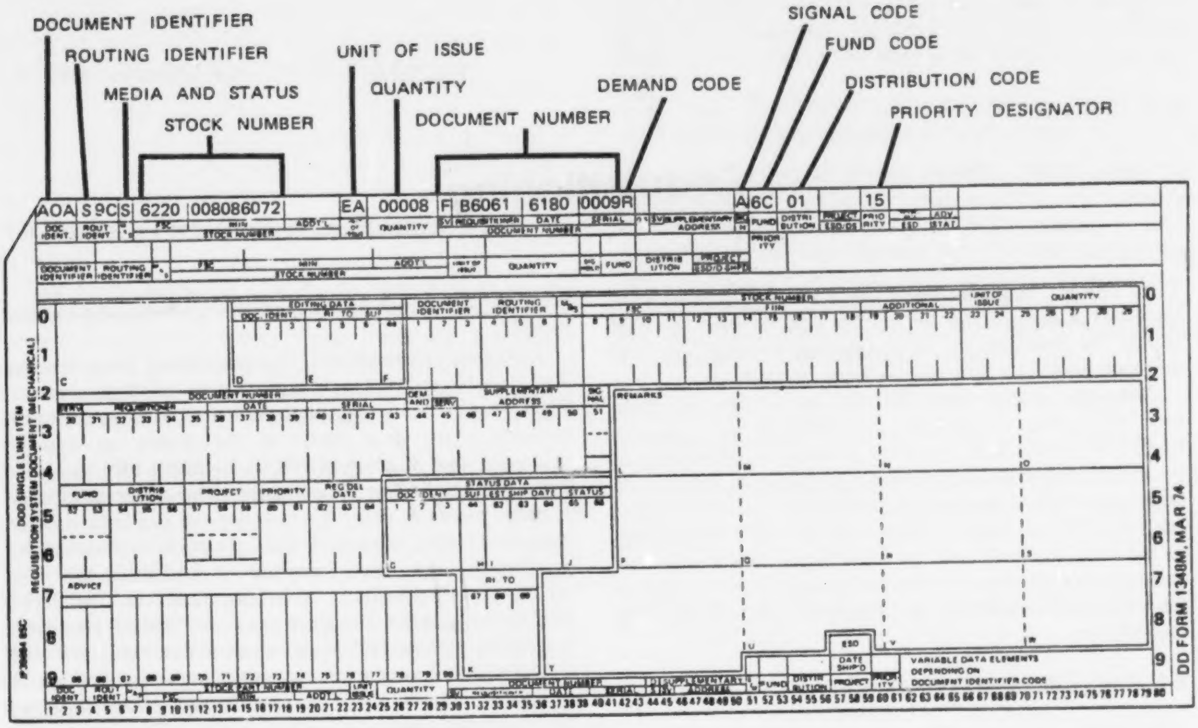
Automatic Requisitions. Requisitioning programs are designed to respond automatically to *all* requirements. These requirements may be to replenish stock or to satisfy due-outs. You may recall in the lesson on demand processing that when an item is not available for issue at the time a demand is placed on Supply, a due-out is established as either *memo* or *firm*. A *memo* due-out is a back-ordered item for which a requisition does not exist. A *firm* due-out is a back-ordered item for which a requisition has been submitted. Normally, a requisition is produced automatically at the time a due-out is established. However, processing an issue (ISU) with a transaction exception code (TEX) of 7 or G suppresses requisitioning action and causes a memo due-out to be established. The materiel acquisitioning control record (MACR) may also, under certain conditions, suppress requisitioning action. Due-outs are identified as memo or firm by the memo due-out designator on the due-out detail. A designator of "0" indicates a firm due-out and "1" indicates a memo due-out.

When requirements cannot be requisitioned automatically, fund requirement cards (FRC) or reject/management notices are produced in lieu of requisitions. Requisitions for these requirements are produced by processing a special requisition (TRIC SPR) or FRC or by re-input of an ISU with the appropriate TEX code in cc 51.

Stock replenishment requisitions are produced when the SBSS identifies an item with an asset position down to or below its reorder level. These conditions are identified during online idle time as the S1100/60 performs requirements computation or file status.

Requisitions for items from Air Logistics Centers (ALC), Defense Logistic Agencies (DLA), Army Depots, and General Services Administration (GSA) are produced in punched card form (fig. 2-1). The S1100/60 also produces receipt due-in cards concurrent with requisitions. The receipt due-in cards are sent to the receiving section, and the requisitions are transceived to the source of supply.

SBSS-produced requisitions can be identified by the document number of the requisition. Look at the document number field in figure 2-2. Card columns 30–43 show an off-line requisition document number. The serial numbers used for SBSS-produced requisitions are always 0001–7999. These numbers are assigned automatically and sequentially beginning with 0001 each day.


DOCUMENT IDENTIFIER
ROUTING IDENTIFIER
MEDIA AND STATUS
STOCK NUMBER
UNIT OF ISSUE
QUANTITY
DOCUMENT NUMBER
DEMAND CODE
SIGNAL CODE
FUND CODE
DISTRIBUTION CODE
PRIORITY DESIGNATOR
DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MECHANICAL)
DD FORM 1348M, MAR 74
REMARKS
VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE
GT610606

AOA S9C S 6220 008086072 EA 00008 F B6061 6180 0009R A 6C 01 15

Figure 2-1. Automatic requisition in MILSTRIP format.

Special Requisitions. The primary use of a special requisition (SPR) is to update internal records to support off-line requisitioning action. "Off-line requisitioning" is that requisitioning which takes place when the S1100/60 is inoperative. When the S1100/60 is down because of equipment failure, weekends, or holidays, special requisitions must be submitted for urgency of need A or B requirements. To do this, the requisitioning unit:

a. Manually prepares a requisition for transmission to the source of supply, using the same format as an automatic requisition.

b. Prepares a special requisition card (SPR), using the format shown in figure 2-2. The requisition number for an SPR is taken from an "off-line requisition number log" which is kept in Stock Control. The serial numbers for off-line requisitions are always 9,000 through 9,998. The requisitioning unit manually assigns these numbers beginning with serial number 9,000 each day.

c. Ensures that a transaction exception code (TEX) of 7 is entered on the issue request. This keeps the SBSS from automatically producing another requisition when the issue is input.

d. Sends the SPR and issue request to the ADPE unit for processing when the S1100/60 becomes operational. The ISU must be input in front of the SPR to establish a memo due-out. Input of the SPR establishes the due-in detail and links it to the due-out. It also creates a receipt due-in card.

Updating internal records to support offline requisitioning action is, as we have said, the primary use of the SPR. However, any time requisitioning cannot be done under program control, the requisitioning unit must process SPRs. Automatic requisitioning cannot take place when any of the following conditions exist:

a. Items assigned stockage priority code (SPC) 5 or E.

b. Requirements for items assigned a local unit of issue.

c. Requirements for items assigned requisition exception codes (REX) 1, 3, and 4 (do not requisition), or other REX codes assigned exception notice code R.

d. Local purchase of AFLC items.

e. Lateral support requirements if not indicated in the requisition override record.

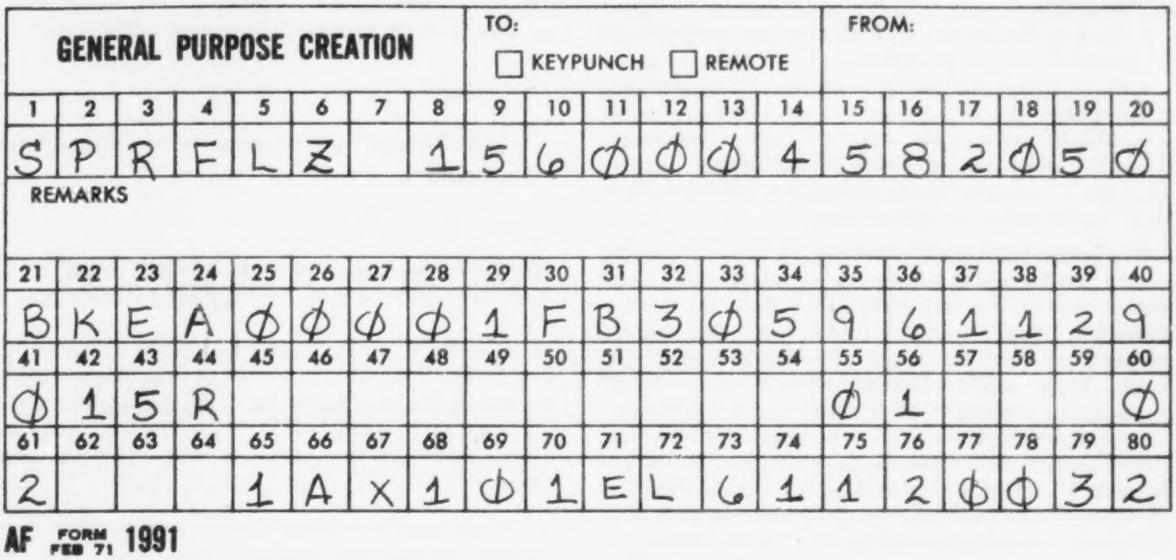
f. Annual resupply items.

g. Special requirements; e.g., requirements for special projects and other requirements not identifiable through program control.

h. Special requisitions submitted for initial stockage of sized clothing, FSG 83 and 84 (except 8475).

Submitting Requisitions. The primary means of submitting requisitions to the source of supply is by transceiver. Telephone transmission of extremely urgent requisitions is authorized only under the following conditions:

a. To arrange pilot pickup of priority 01–08 requisitions from an AFLC source of supply.



GENERAL PURPOSE CREATION

TO: ☐ KEYPUNCH ☐ REMOTE

FROM:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
S	P	R	F	L	Z		1	5	6	0	0	0	4	5	8	2	0	5	0
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
B	K	E	A	0	0	0	0	1	F	B	3	0	5	9	6	1	1	2	9
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
0	1	5	R											0	1				0
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
2				1	A	X	1	0	1	E	L	6	1	1	2	0	0	3	2

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Card Columns	Data to be Entered
1-3	TRIC
4-6	Routing Identifier Code
8-22	Stock Number
23-24	Unit of Issue
25-29	Quantity
30-43	Due-in Document Number
44	Demand Code
55-56	System Designator
60-61	Priority Designator
65-66	Advice Code
67-80	Due-out Document Number

Figure 2-2. Special requisition.

b. Certain special projects largely managed outside the normal logistics system.

c. Certain specified operations involving limited numbers of aircraft and highly sensitive missions.

d. Priority 01–08 requirements for materiel, the lack of which is impacting total base operational capability.

e. MICAP (mission capability) requirements for aircraft in a ferry status.

f. Priority designator 01–03 requirements generated by the Federal Aviation Administration (FAA) on ALC.

g. Contractors performing under Air Force contracts who don't have access to transceiver capabilities.

h. MICAP requirements in support of the Thunderbirds (USAFDS) which prevent mission accomplishment.

i. MICAP priority 01–03 requisitions when the Base Telecommunication Center is closed.

Requisition Override Records. Exception phrase records may be used as requisition override records. These records provide the capability to override the system designator, project code, routing identifier code, supplementary address, priority designator, and advice codes. These records should be used when normal requisitioning procedures don't satisfy local requirements. Careful establishment and use of requisition override records enhance local requisitioning procedures and reduce the need for offline special requisitions. Records that are improperly established result in the generation of invalid requisitions, erroneous internal records, additional external workloads, and reduced support effectiveness. The requirements unit establishes an ECC card for each requisition override record established, and monitors the addition, deletion, and assignment of all REX codes pertinent to these records.

Requisition Modifier Documents. Requisition modifier documents (DIC AMx) are used to increase or decrease priority designators, change required delivery dates in previously submitted requisitions, or identify requisitions already in processing which need continued document and/or shipment processing during mass cancellation situations.

A requisition modifier document is produced automatically as the result of processing a due-in/due-out update (DIT) which changes the requisition priority or required delivery date. If the last known source of supply is unequal to the due-in detail routing identifier, the requisitioning unit prepares the AMx. This document contains the same information as the requisition being modified except that the DIC, routing identifier code, priority designator, and/or required delivery date are changed as required. The AMx is transmitted to the last known source of supply, and a DIT is input to modify the due-in detail record. AMx documents are not used to change requisition quantities. When quantity changes are required, the requisition is cancelled and a new requisition is submitted.

Cancellation of Requisitions. When requirements are no longer needed and a requisition exists at a source of supply, a request for cancellation (TRIC REC) is prepared, either manually or by the S1100/60. Processing a cancellation request doesn't affect the due-in detail or deobligate funds until cancellation confirmation has been received from the supplying agency. The status detail is updated or a detail record is created to show that a cancellation request has been processed.

Exercises (614):

1. What does the term MILSTRIP stand for?

2. What agencies are required to use MILSTRIP procedures?

3. What is the purpose of MILSTRIP?

4. What are the two basic types of requisitions?

5. When does the S1100/60 identify and requisition stock replenishment requirements?

6. How are requisitions normally transmitted to the source of supply?

7. What series of requisition serial numbers are used for off-line requisitions?

8. Can requisitions for MICAP requirements be submitted by telephone?

9. What are the two types of due-outs?

10. What designators are used to identify the type of due-out?

11. What capability is provided by requisition override records?

12. What DIC do you use when you need to change the required delivery date in a previously submitted requisition?

13. What TRIC is used to request due-in cancellation?

2-2. Uniform Materiel Movement and Issue Priority System (UMMIPS)

If we are to establish and maintain an effective supply system, competing demands must be identified according to their relative importance. The uniform materiel movement and issue priority system (UMMIPS) is a basis for expressing the relative importance of requisitions by a series of 2-digit numeric codes known as priority designators.

615. Cite the use of UMMIPS, requisition priority designators, and priority groups, and identify the meaning of the codes used.

Requisition Priority Designators. The priority designator for a requisition is based on a combination of factors that signify (1) the mission and the importance of the requesting organization and (2) the urgency of need or end use of the requirement. The mission and importance of the organization are indicated by a force/activity designator (FAD). The urgency of need is indicated by an urgency of need indicator (UND).

FADs are identified by Roman numerals I through V and are assigned to military activities by the Joint Chiefs of Staff to identify the primary missions of military activities.

UNDs are identified by the letters A, B, and C. The UND is a means of identifying a materiel need with the conditions that cause requisitioning action. The requesting organization determines the appropriate UND to express the urgency of its particular requirement. UND A is assigned when lack of a requested item *prevents* mission accomplishment. UND B is assigned when lack of a requested item *impairs* mission accomplishment. UND C is assigned for *stock replenishment* and other *routine* requirements that do not qualify for assignment of a higher UND.

Figure 2-3 shows how the 2-digit numeric priority designator (01 through 15) is determined from the FAD and UND. For example, a FAD of IV, with a UND of B, would be given a priority designator of 09.

Priority Groups. Requisition priority designators are classified by priority groups. These priority groups give management a means of identifying processing times, proper methods of submitting requisitions, and transportation requirements, which allow supply sources to estimate processing and delivery times. Figure 2-4 identifies the priority groups with requisition processing time.

UMMIPS Surveillance. Perhaps the greatest violation of supply discipline is the misuse of requisition priorities. Items of supply required for routine maintenance are sometimes requisitioned on a priority much higher than the actual urgency; also, parts for end items are sometimes requisitioned in quantities much larger than those actually required to restore them to operational status. Poor planning creates priority requisitions for items needed to complete a project, when, in fact, the requisitions should have carried a routine priority if good management had been applied. Surely you have witnessed these situations; if not, look around you. They should not exist, but unfortunately, they do.

Suspected UMMIPS abuses discovered during the course of daily operations are challenged with the originating organization. Depending on the organization's response to the challenge, one of the following occurs:

a. No action is taken if no abuse occurred.

b. Appropriate corrective action is initiated.

c. The suspected abuse and the organization's unsatisfactory response, which can be a written transcript of a telephone conversation, are forwarded to the materiel management officer for further action. This documentation is kept as a package until a satisfactory reply has been received from the requesting organization or the item has been downgraded, as directed by the COS.

Flooding the system with inflated priorities can slow down the true priority requests. As a requisitioning unit clerk, you must ensure that requisition priorities aren't being abused.

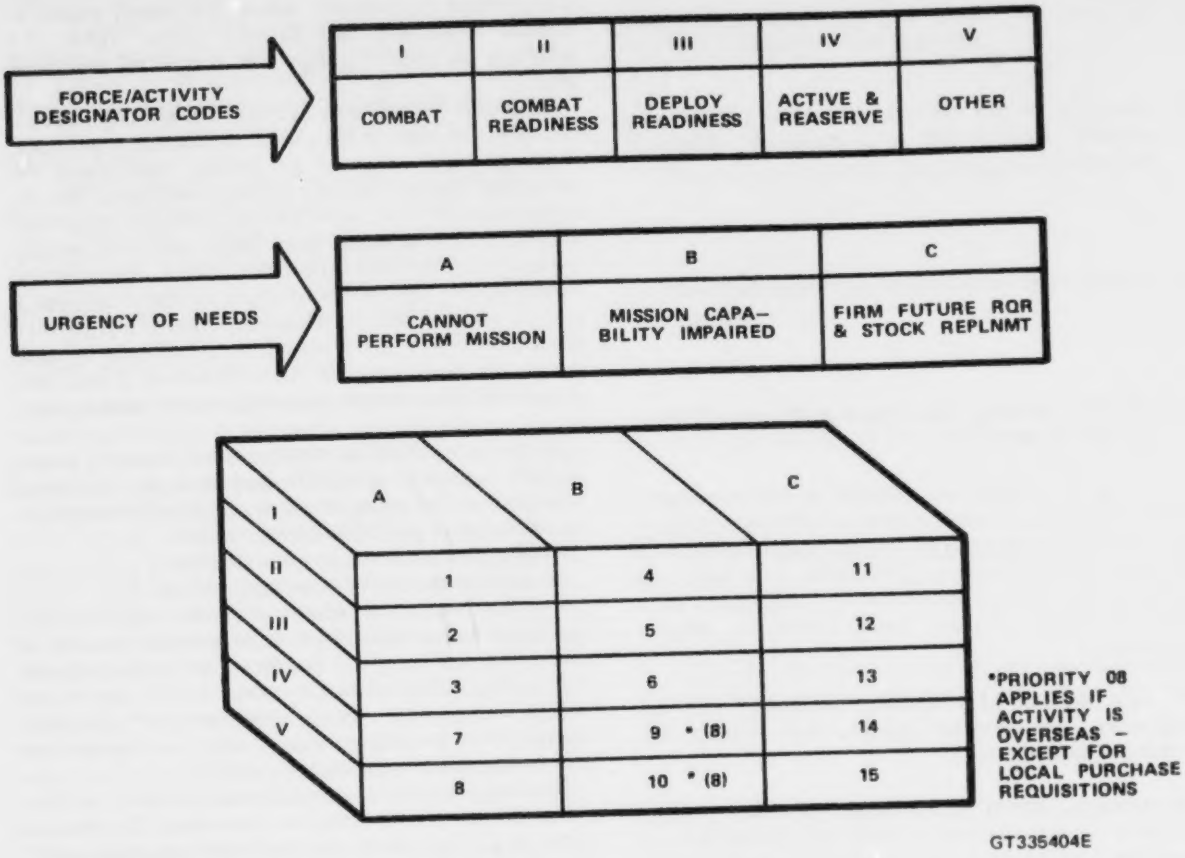
Exercises (615):

1. When the mission cannot be accomplished because of the lack of an item, what UND code is used?

2. What is used to signify the mission, the importance of the requesting organization, the urgency of need, or the end use of a requirement?

3. What UND code is used for stock replenishment?

4. What is used to give management a means of identifying processing times?


FORCE/ACTIVITY DESIGNATOR CODES
I
II
III
IV
V
COMBAT
COMBAT READINESS
DEPLOY READINESS
ACTIVE & REASERVE
OTHER
URGENCY OF NEEDS
A
B
C
CANNOT PERFORM MISSION
MISSION CAPA-BILITY IMPAIRED
FIRM FUTURE RQR & STOCK REPLNMT
GT335404E

	A	B	C
I	1	4	11
II	2	5	12
III	3	6	13
IV	7	9 * (8)	14
V	8	10 * (8)	15

*PRIORITY 08 APPLIES IF ACTIVITY IS OVERSEAS – EXCEPT FOR LOCAL PURCHASE REQUISITIONS

Figure 2-3. Requisition priority designators.

PRIORITY		ORDER AND SHIPPING TIME (DAYS)	
GROUPS	DESIGNATORS	CONUS	OVERSEAS
1	01–03	8	12–13
2	04–08	12	16–17
3	90–15	31	69–84

GT335404E

Figure 2-4. Priority groups.

5. When the mission is impaired, what UND code is used?

6. What codes are used to identify the primary missions of military activities?

7. How long do you keep an UMMIPS abuse challenge package?

2-3. Requisition Status

This section contains three areas of requisitioning that concern us: requisition followup, due-in reconciliation, and cancellation and updating of requisitions.

616. State the types of status and how status is processed.

Status Codes. A status report describes actions being taken by the supply source. This information is furnished to the requisitioner or the supplementary addressee by the method of communication identified by the "media and status code" in column 7 of the requisition.

There are standard time frames for the receipt of the initial status report on a requisition. The time allowed depends on the requisition priority designator involved. The following time frames apply, as indicated:

a. Priority 01–08, 2 days after receipt of requisition or followup by supply source.

b. Priority 09–15, 5 days after receipt of requisition or followup by supply source.

The ability of suppliers to meet these time frames is measured by the data contained in the routing identifier record. The routing identifier list (Q05) gives management data by priority group on requisitions submitted, followup actions, status receipts received, and depot/base cancellations. It also lists the new average O&ST days by priority group which has 100 or more receipts.

The source of supply submits requisition status reports to the requisitioner. Input of a status report results in the establishment of a status detail; or it updates the status detail record if one has already been established. A status detail record indicates the previous status and the latest status or mode of shipment.

Status codes are used to indicate the action taken by the source of supply. This code is placed in columns 65–66 of the status report. (EXAMPLE: Status codes BA—item being processed for release and shipment; BB—item back ordered; the estimated shipping date is entered in cc 70–73; BV—item procured on contract for direct delivery to consignee/requisitioner.)

Status Types. There are four different types of MILSTRIP status generated by the source of supply and these are cancellations, intransit/shipped, positive supply action, and exception/other. Also, there are two status types generated by the SBSS and these are cancellation requests and followup.

The status having the most adverse effect on an account is the cancellation. These are generated due to system requirements, logistical situations, and other causes. System requirements cancellation (rejection) codes normally represent erroneous conditions, such as incorrect indicative data, unauthorized quantities, etc., and should be closely watched by local management. Logistical cancellations usually result from budget restrictions, fill or kill requirements, inability to supply, etc. Other cancellations result from lost or misplaced requisitions, failure to respond to reconciliation, additional data required, etc. Any significant number of these cancellations should be analyzed to find the cause. Immediate corrective action needs to be taken to prevent others from occurring. If the problem can't be corrected locally, MAJCOM assistance should be obtained.

Requisitions that can be supplied off the shelf are identified as positive status. Intransit/Shipped status is generated once an item reaches the transportation stage. Normally, once the property is in transportation, the source of supply (wholesale source) considers the requisition completed, closes all active records, and places them in their history files. Automated access to these history files must be maintained for 180 days according to MILSTRIP directives.

Exception status (any nonpositive or negative status) results from out-of-stock conditions, new requirements, and other conditions preventing an item from being supplied exactly as requested. Categories of exception status are back orders, procurement for direct delivery, partial issues and partial other actions, substitution, changes in the unit of issue, requisitions returned for specific causes, passing action, referral orders, and circumstances which indicate that action can't be taken within the established time frames for the priority or specified required delivery date (RDD).

Cancellation requests are created by SBSS programs to control excess stockage. Status code ZC occurs from off-line action and ZD is generated automatically by the releveling programs. Followup status records are created by the input of followup cards (FLP) and the automated followup program.

Status Processing. Status should be processed in the same sequence that it is received. Sorting status based on its priority can backlog terminal functions and create peak workload conditions. All outstanding status must be processed before the followup scan program is run.

Activities must ensure that all status, regardless of the method received, is processed without undue delay. Failure to process status upon receipt generates an additional workload due to unnecessary followup, erroneous cancellation attempts, receipt rejects, and billing inequities. Also, excessive received not billed (RNB) details and billing rejects can be traced to problems associated with status processing.

Management notices are produced under program control to alert you that certain logistic support situations exist. In some cases, the notices are used to establish suspense files for actions taken by the status processing program. In these cases, it is important that personnel responsible for followup action perform required tasks on a timely basis because, unlike rejects, management notices are not suspended internally and depend solely upon supply personnel taking the appropriate action. It is recommended that a periodic review of these notice files and exception coded records be performed to ensure that records affected by these conditions are changed properly.

Requisition status is furnished in either supply (DIC AEx or BBx) or shipment (DIC ASx, AUx, or BGx) formats. The supply status format reflects the action being taken on the requisition, with the exception of shipment action. Shipment status is furnished in the shipment status format, cc 62–80. When data is present in these fields, the requisition has been delivered to a carrier. When data is not in these fields, the requisition has been released but has not been delivered to a carrier. Card columns 57–59 identify the estimated shipping date (ESD).

Requisition Followup. MILSTRIP is designed to furnish either supply or shipment status. Followup action may be initiated when supply status information has not been received or when the estimated delivery date (EDD) has passed. A complete followup should be run at least four times to ensure that supplying agencies are responding to requisitions and excess reports in the proper time frame. Followup is automatically initiated under program control during online idle time after the releveling scan and file status programs have been completed. Followup requests are transceived to the item manager to whom the original request was submitted, except when a different followup point has been designated. Telephone followups may be made to the source of supply on priority 01–03 MICAP requirements for which status has not been received after 48 hours. If telephone followup is made, the priority monitor prepares a status input to record status data received from the source of supply.

Off-line followup (DIC AFC) may be submitted for priority designator 01–08 requisitions requesting that the estimated availability date (EAD) or the estimated shipment date (ESD) be improved. When manually prepared, you make the AFC in two copies. One copy is transceived to the source of supply and the second copy is input to the S1100/60 to record the followup. Processing the AFC either establishes or updates the status detail. Receipt of the AFC by the source of supply generates an output for review by the item manager.

Exercises (616):

1. What informs the requisitioner of the action being taken by the source of supply?
2. Within what time frame should you receive status on a priority 03 requisition?
3. What is established when status reports are processed in the SBSS?
4. What are the different types of MILSTRIP status?
5. What status types are generated by the SBSS?
6. What status type has the most adverse effect on an account?
7. What sequence is status processed in?
8. What format is requisition status received in?
9. When is followup action initiated?
10. What DIC is used to submit a followup?

2-4. Materiel Obligation Validation

Requisitions for supplies are submitted to the various agencies that provide the requested items. These agencies are either Air Force depots or non-Air Force supply sources. When requisitions are submitted to these agencies, the material not available is back ordered to the requester. To ensure that back-ordered requests remain valid, due-ins are reconciled on a quarterly basis.

617. Specify the procedures for validating due-ins with the source of supply.

Materiel Obligation Validation (MOV) Requests. Supply sources provide materiel obligation validation (MOV) requests (ANx) to requisitioning bases on a quarterly basis. This validation/reconciliation includes items on back order at least 30 days for UMMIPS priorities 01 through 08 and at least 75 days for priorities 09–15. The ANx images are sent to the requisitioning base within 5 calendar days after preparation by the supply source through AUTODIN (Automatic Digital Network).

Requisitioning bases acknowledge receipt of the MOV (AN1) images within 5 working days by responding to the materiel obligation validation request control (AN9) images. AN9 images accompany each batch of AN1 images received. If your base fails to acknowledge receipt of the MOV images within 30 days, the supply source submits a followup on unacknowledged validation requests (ANZ) along with a resubmission of the original AN1 images. If the supply source receives no acknowledgement of the followup (AP9) and no responses to the MOV requests (AN1) by the required response due date, the applicable requisitions are cancelled.

Receipt Acknowledgement of MOV Requests. When one base receives MOV request images intended for another base, the images should be sent expeditiously to the intended base. Otherwise, the images are returned immediately to the submitting supply source.

Receipt of the MOV images is acknowledged by sending a receipt confirmation for materiel obligation validation request image (AP9) with the date that the images were received to the supplying activity. The PCAM unit notifies the requisitioning unit that the MOV images have been received.

MOV Processing. The materiel obligation validation (AN1) images are run during online processing. The due-in reconciliation program tries to locate the due-in details that correspond to the AN1 images. If the due-in isn't loaded, a reconciliation response (AP1) image with a quantity of zero is transceived to the supplier.

AN1 images with a matching due-in cause the due-in reconciliation program to transceive an AP1 image with the quantity due-in to the supplier. Validation of a partial quantity gives the supplier authority to cancel the remainder of the back order. The supplier furnishes cancellation notification (status code BR) for quantities not validated. When the requisitioner doesn't respond to a MOV request for a particular requisition, BS status is furnished for that requisition.

Upon initial processing of the reconciliation images, the due-in reconciliation program tries to find a MILSTRIP status or followup detail. If a detail is found, a reconciliation flag of R is placed in the reconciliation flag field. This code indicates that a reconciliation image has been received and processed during the current cycle for this item. If a detail isn't found, the due-in reconciliation program builds a status detail from data in the AN1 image and places an R in the reconciliation flag field.

When the SBSS has due-ins that exceed the age criteria of the depot cutoff (fig. 2-5) and reconciliation images have not been received, program GV598/Q12, reconciliation followup, is run. The Q12 is run 45 days after the depot cutoff date to ensure that all reconciliation images were processed. This program searches the records and deletes the reconciliation flag for the past cycle while creating followup images for the overage requisitions.

Exercises (617):

1. How often do supply sources send materiel obligation validation requests to requisitioning bases?

2. Within what time frame should requisitioning bases acknowledge receipt of MOV images?

3. What action does the supply source take on requisitions that aren't responded to?

4. Who acknowledges receipt of the MOV images at Base Supply?

5. What happens when the due-in reconciliation program locates a due-in detail that matches an AN1 image?

6. What type of reconciliation flag indicates that a reconciliation image has been received and processed during the current cycle?

7. What program is run to ensure that all reconciliation images have been processed?

Cycle Number	Depot Cut-Off to Forward AN1s	SBSS Return AP1s to Depot Not Later Than	Q12 Cut-Off Date (Julian)
1	20 Jan	5 Mar	X 310
2	20 Apr	5 Jun	Y 035
3	20 Jul	5 Sep	Y 126
4	20 Oct	5 Dec	Y 218

X = Enter Prior Year
Y = Enter Current Year

Figure 2-5. MOV cycles and cutoff dates.

2-5. Due-Out Processing

When serviceable property isn't on hand to satisfy a customer request, Base Supply can establish a due-out. A due-out means that Supply owes the customer a part. A due-in means that the source of supply owes Base Supply a part. This section discusses due-out review, validation, and release.

618. Cite how due-outs are reviewed, validated, and released.

Due-Out Releases (DOR). Serviceable assets can be released to satisfy due-outs in two ways. They can either be released automatically by the S1100/60 or force released after an external decision has been made.

Automatic due-out releases. Automatic DOR action can take place when a serviceable balance is placed on the item record which has due-outs. This may occur as the result of processing a receipt, turn-in, stock number change/merge, condition/identity change, etc. The sequence in which due-outs are released is based on the FAD, UJC, project code, and document number date. The highest priority or, when the FAD and UJC are the same, the oldest due-out is released first. All due-outs, other than those reflecting TEX code 1, 8, H, U, X, or . (period), are released automatically in their sorted sequence of release until all serviceable assets are depleted.

Forced due-out releases. There may be times when it is desirable to release property to a specific due-out regardless of due-out priorities. This may be done when a receipt (REC) or turn-in (TIN) is processed or by processing a due-out release (DOR).

To force release a specific due-out with the use of a receipt (REC) or turn-in (TIN), enter the document number of the due-out to be released in cc 67–80 of the TIN or in cc 60–73 of the REC, and process either document with the appropriate TEX code. Another way to force release due-outs as property is received or turned in is to process the REC or TIN with a TEX code 8, and then input a DOR for the due-out to be released. The TEX code 8 on the REC or TIN prevents automatic releasing.

Post-post due-out releases. During S1100/60 downtime, a due-out may be released by processing a post-post DOR on a DD Form 1348-1. Document copies of all receipts and serviceable turn-ins are sent to Stock Control for possible due-out release action. During long periods of post-post, it may be advisable to place a Stock Control representative in the receiving unit to reduce the flow of documentation.

You can use several products to determine which due-outs are available for release and these are the priority monitor report (D18), MICAP status report (R49), and the AF Form 2005. If a long period of down time is anticipated, you may want to process a utility program to list selected UND due-outs in stock number sequence before the system actually goes down.

If a due-out release can be made, you prepare a post-post DOR document on a DD Form 1348–1. Along with the data entered in cc 1–80, the following data must also be entered:

a. POST-POST in block BB.
b. DIFM in block C, if applicable.
c. TEX code 6 in cc 51.
d. The turn-in or receipt document number in block V.

As soon as possible, after the S1100/60 becomes operational, process the REC or TIN followed immediately by the corresponding DOR. Make sure that the correct TEX code is entered on the REC or TIN.

Due-Out Review and Validation. The review and validation of due-outs are extremely important and should be done in an accurate and timely manner. The requisitioning unit and materiel control provide guidance and assistance to using organizations to ensure that the review and validation are conducted accurately. The following products are used for due-out review and validation:

(1) BCE due-out status listing (D03/M09).
(2) Supply point listing (Q13).
(3) Due-out validation (M30).
(4) Priority monitor report (D18).

Review. The only due-outs that require review are UND A and B due-outs. Daily, two copies of the report listing UND A due-outs are sent to the appropriate organization for review. Weekly, two copies of the report listing UND A and B due-outs are sent for review. The requisitioning unit keeps one copy of each report.

Organizations are not required to return the listing unless it contains items no longer needed. The recommended method of processing a cancellation request is to have the organization annotate and return the listing. However, bases may establish a system that permits cancellation of UND A and B due-outs by telephone or military correspondence.

Validation. Once each month or at least quarterly for UND C equipment items and MMICS (maintenance management information and control system) requirements, all due-outs are validated. The products used are the BCE due-out status listing (M09), due-out validation listing (M30), and due-out validation cards. (The use of due-out validation cards (TRIC DOC) is optional.)

The requisitioning unit retains one copy of the M30/M09 and sends the remaining copies to the applicable organization with a letter stating how the validation is to be done. This letter should also emphasize the need for a quick response. Due-out validation cards, when used, are kept by the requisitioning unit with the exception of MMICS cards, which are sent to the organization.

Customer validation of due-outs includes actual contact with the person who needs the back-ordered item to ensure that there is still a real need. Each individual entry on the listing must be validated and those that are no longer needed should be cancelled. The supported activity contacts the requisitioning unit, either in writing or by annotated listing, about changing or deleting existing due-outs. A point of contact, name and phone number, is also provided in the event that more information is needed.

Upon receipt of the annotated listing or written instructions from the customer, the requisitioning unit processes all inputs to change or delete due-outs. Any changes or deletions are annotated on the working copy, or the written instructions are kept with the working copy until the next listing is run.

Exercises (618):

1. What are the two methods of releasing due-outs?

2. In what sequence are due-outs released automatically?

3. What three TRICs may be used to force release a due-out?

4. What TEX code is entered in cc 51 of the post-post DOR document?

5. What products are used to review and validate due-outs?

6. How often is a due-out review conducted?

7. How often are due-outs validated?

8. How are due-outs validated?

9. How does an organization notify the requisitioning unit that a due-out should be cancelled?

2-6. Supply Difficulty

You've heard the saying, "Nothing's perfect." This applies to the requisitioning of supplies also. No matter how good the procedures are, someone will have problems in getting an ordered part. When an organization has this problem, it may request that a supply difficulty letter be submitted.

619. Specify processing procedures for supply difficulty requests.

Types of Difficulties. Supply difficulties are deficiencies resulting in a delay of item support that cannot be corrected locally and that ultimately affects the operational capability of the base or unit involved. Such deficiencies may include violation of supply procedures or regulations, or lack of a particular spare part, component, assembly, end item, technical publication, supply identification data, etc.

Extraordinary supply difficulties are determined at command level rather than operation level. Such deficiencies may result from requirements for manpower, skills, equipment, or processing capabilities that cannot be provided from local resources to meet completion dates or restore Air Force-accepted supply standards. They may result from:

a. Special operations of another command, military service, Federal agency, or friendly foreign government that impose a supply workload on an Air Force installation that is neither staffed nor equipped for its accomplishment.

b. Disasters such as fires, floods, storms, and disease.

c. A change in plans or programs which must be made without sufficient leadtime prior to accomplishment.

d. Similar workloads imposed beyond local capability, thus causing an installation to fall below Air Force supply standards for an unacceptable period of time.

Processing Supply Difficulties. Supply difficulties concerning Air Force-managed items are reported on AF Form 1667, Supply Difficulty Report. Supply difficulties that affect the immediate operational capability of the base or unit may be reported by message, provided that the message contains all of the data found on an AF Form 1667. The originator assigns a control number that is used by all agencies that process the report. This number identifies all correspondence pertinent to the deficiency. It consists of three elements:

a. The originator is identified by the last alpha digit and number of the supply account or the approved command abbreviation (when originating at command level).

b. The date, consisting of the last digit of the calendar year and the 3-digit Julian date.

c. A serial number assigned consecutively by calendar year.

The subject identifies the type of deficiency (supply difficulty or extraordinary supply difficulty), the item or condition concerned, and the control number assigned. The body of the correspondence states the deficiency and factors that relate to it, summarizes local corrective actions and the results, and names the specific organizational element and/or individual contacted at the supply source. An estimate of the impact of the continuing deficiency on base operations is included. Where requisition lines are involved, complete MILSTRIP information is included.

When the difficulty concerns an item of supply or equipment, the following data is essential, either in the body of the letter or as an attachment:

a. Item nomenclature.

b. NSN ERRC code and unit cost.

c. Part number and manufacturer's code.

d. Technical order, tables of allowance, or commercial catalog reference.

e. Next higher assembly and end item application.

f. Source of supply: Item manager (IM), systems manager (SM), Defense Logistics Agency (DLA), General Services Administration (GSA), inventory control points (ICPs) of other military services, local purchase (LP), etc.

g. Quantity and date required to meet essential needs.

h. Stock control data.

(1) For nonexpendable (equipment) items, show allowance source document, authorized quantity, and quantity on hand.

(2) For consumption items, show requisitioning objective, quantity on hand, reparable this station rate (when applicable), and past 90-day demands.

i. Outstanding requisitions or purchase requests listed by MILSTRIP document number showing priority, project code, quantity requested, and latest supply or shipment status for each requisition.

j. Availability of emergency local purchase (LP) or local manufacture (LM). When emergency LP is possible, give name and address of commercial vendor, estimated cost, and leadtime required.

Supply difficulty reports must be processed within 7 calendar days. Each action addressee acts within its own resources to correct the deficiency at the lowest level possible. When this cannot be done within the allotted time, the difficulty is passed to the next higher level. The difficulty is considered resolved when accepted Air Force supply standards have been restored, minimum base operation requirements met, and the restoration of normal supply support can be expected within a reasonable period of time.

Submission Channels. Base activities, including tenant and satellite organizations, may request supply difficulty action by the supporting base supply when operations are affected adversely by a lack of supply support. Tenant activities are responsible for advising their parent commands when they request supply difficulty action and for maintaining any progress reports required by their own command. When the supporting supply account is not responsive to tenant requests, the tenant has recourse through its parent command to the host command but will not request supply assistance of the logistics support agency of the host base/command.

The requisitioning supply account (FB, FE, etc.) has the sole authority to determine the need for supply difficulty action related to the operations it supports. All local capabilities, including aggressive followup actions, are fully used to resolve the problem. When these efforts fail, a formal supply difficulty may be prepared.

Comment by the logistics support agency is essential for effective command assistance. Consequently, the ALC, GSA region, DLA center, or ICP of the supporting service responsible for the item is the requisitioning supply account's initial command point of contact to resolve difficulties, outside MAJCOM's capability.

Headquarters (HQ) AFLC reviews the SM/IM response to supply difficulties for completeness, monitors subsequent efforts to restore effective supply support, and acts jointly with other MAJCOMs to resolve those deficiencies not corrected at lower levels. These joint actions may include review of supply status, authorization for extraordinary repair, manufacture or procurement actions, assignment of appropriate supply priorities, funding adjustments, etc. In addition, HQ AFLC represents the Air Force in supply difficulty negotiations with DLA, GSA, or other services.

The supply difficulty may be sent to HQ USAF for final actions when all the efforts at lower levels have failed to develop a satisfactory approach to the problem. Referrals to this level must be a joint effort by AFLC and the MAJCOM concerned and be related directly to mission capability (urgency of need designators A or B). The letter of transmittal must document thoroughly both the impact of the deficiency and all prior efforts at resolution.

Reporting Requirements. HQ USAF may require a progress report on a particular supply difficulty. Such reports may be requested by separate deficiency item, with the initial action addressee. MAJCOMs may exercise the option regarding information addresses except when the action addressee is DLA, GSA, or another military service. When the difficulty involves other than AFLC, an information copy is sent to the appropriate AFLC SM/IM. Upon request, the SM/IM renders assistance as necessary to resolve the difficulty. The SM/IM reviews supply difficulties and evaluates source of supply actions as they affect Air Force activities. Further command assistance is requested only when the source of supply fails to sustain mission capability at an acceptable level. When an extraordinary supply difficulty exists, the action request is addressed directly through command channels. Information copies are provided to all logistics support agencies that are identified with the requirement, including tenant and satellite organizations concerned.

Intermediate and major commands act to resolve the problem through reallocation of their resources, funds, or personnel, when practical. The submission of supply difficulties is monitored closely for completeness and to identify widespread or recurrent deficiencies for special action. When the difficulty cannot be handled effectively at these levels, the problem is directed to HQ AFLC.

Exercises (619):

1. What are supply difficulties?

2. How are supply difficulties reported?

3. Processing supply difficulty reports must not take more than how many calendar days?

4. Who takes the final action when all efforts to correct a supply difficulty have failed?

5. What activity has the sole authority to determine the need for supply difficulty action?

6. Who represents the Air Force in negotiations with GSA regarding supply difficulties?

7. Extraordinary supply difficulties are determined at what level?

8. Who is responsible for assigning the control number on supply difficulties?

9. What action is taken by the intermediate and major commands to resolve supply difficulty problems?

2-7. Validating Billed Not Received (BNR), Received But Not Billed (RNB), and Shipped Not Credited (SNC) Details

The SBSS is a system that has built-in checks and balances. A few of these internal edits are RNB, BNR, and SNC details.

620. State how BNR and RNB details are validated.

Types of Details. BNR details identify requisitions for which billing has been received by Accounting and Finance (A&F) from the source of supply, but the property has not been received by Base Supply. RNB details identify requisitions which have been received by Base Supply, but billing has not yet been received by A&F. SNC details identify items which have been shipped back to the source of supply but haven't received credit.

Received but not billed (RNB) details are created online when materiel is received prior to payment. When this detail is established, the related due-in and status details are deleted or reduced accordingly. This detail is deleted when payment is processed.

Billed not received (BNR) details are established to record payments for property prior to receipt. This detail is separate from MILSTRIP status details and is deleted by processing the receipt for the property.

Shipped not credited (SNC) details are created online when excess materiel is returned to DLA or GSA for credit or when materiel containing latent defects or damaged in shipment is returned for credit. This detail acts as a suspense record pending status acknowledgement card processing.

Local Purchase (LP) and MILSTRIP Research and Followup List (M37). The M37 is produced monthly and as required by processing program GV997. This program is used to identify and validate RNB, SNC, CP (claims payable), and CR (claims receivable) details for which billing action hasn't been received within the prescribed time limits. The M37 also lists local purchase outstanding BNR, RNB, and status details for reconciliation with the corresponding document files. These listings are used by Accounting and Finance (A&F) and Base Supply to validate outstanding details and to initiate needed cancellation action.

The M37 is produced in six parts. Supply is only required to work three parts of the M37. Funds Management has the sole responsibility for all supply actions on the MILSTRIP research list, RNB followup due-ins 30 days, and the MILSTRIP FAE/FAF/FTP followup list. The receiving section and requisitioning unit work with the local purchase open item list to reconcile records with Contracting.

Funds Management receives two copies of the MILSTRIP FAE/FAF/FTP followup list and the MILSTRIP research list, RNB followup in 30 days. All of their actions should be completed in 10 days.

Funds Management ensures that all RNB details that aren't flagged for automatic deletion are screened against the document files. This is to ensure that the receipt document matches the detail's document number, quantity, stock number, and routing identifier. If errors are found, they are corrected.

All RNBs on the lists that are identified with an RNDI in the remarks column are researched. RNDI means that the detail was created by processing a receipt not due-in (J receipt). Funds Management determines if the receipt should have been processed with TEX code I to bypass the establishment of an RNB detail.

Any detected errors are corrected and each listing is annotated. One copy of each annotated listing is sent to A&F. The other copy is kept until receipt of the next monthly list to preclude duplicate research.

The funds management section receives three copies of the local purchase open item list. They send one copy to the receiving section and one copy to the requisitioning unit.

The receiving section uses their copy of the list to screen the local purchase file for discrepancies. They ensure that DD Forms 1155, Order for Supplies or Services/Request for Quotations, and 1348–1 are in file for all open purchase orders. If forms are missing, they either annotate the listing for the requisitioning unit or contact Contracting directly to obtain the missing DD Forms 1155. Annotations are also made to identify purchase orders with a file on hand but not on the list and those open requisitions where paperwork shows that a receipt has been processed. These actions must be accomplished in 10 workdays.

The requisitioning unit receives the annotated list from Receiving. The requisitioning unit obtains missing paperwork for Receiving if that option is chosen. They determine the status with Contracting for purchase order files that are in Receiving but are not on the list. They update due-in and status details if appropriate and advise Receiving to close the file if the order was cancelled.

The requisitioning unit contacts A&F for all BNR details to determine if proof of delivery can be furnished. The proof of delivery is given to Receiving for receipt action and special inventory request (1GP) processing. When BNR details reflect RVP (reverse post) in the purchase order number column, the requisitioning unit determines why the receipt was not reprocessed.

One copy of the annotated listing is returned to the funds management section. The other copy is retained to preclude duplicate research. All requisitioning actions must be accomplished within 10 days.

Funds Management ensures that all BNR details that aren't annotated with requisitioning unit action are screened against the document files. If a document is found, you perform transaction history research, annotate the list for all detected errors, and initiate corrective action with the appropriate section.

If A&F provides a signed invoice for BNR details, action is initiated by either Funds Management or the requisitioning unit to ensure that a receipt and 1GP are processed. The invoice is used as backup documentation for the receipt. After the receipt and 1GP are processed, all paperwork is forwarded to the inventory section for a special inventory.

One copy of the annotated local purchase open item list is sent to A&F. The other copy is kept by the funds management section to preclude duplicate research.

SNC details are worked by the document control section. SNC procedures were discussed in Volume 2, Chapter 4, of this course.

Exercises (620):

1. Which type of detail is established to record payments for property not yet received?

2. What detail is established when materiel is received prior to being paid for?

3. What program is run to produce the M37?

4. Within what time frame must supply actions be accomplished on the M37?

5. What is the M37 used for?

6. What part of the M37 is used to validate BNR and RNB details?

2-8. Monitoring Tracer Actions

The military standard transportation and movement procedures (MILSTAMP) tracer reconciliation program provides a method of identifying shipments that were shipped by the source of supply through transportation channels but that have not been received at the base.

621. Identify the products and activities involved in tracing delinquent shipments.

Tracer Listings. The MILSTAMP tracer reconciliation program (GV597) is run at least twice a month (5th and 20th day of each month) to identify shipments that meet the tracer criteria. The time criteria for overdue shipments are:

a. CONUS shipments:
(1) Priority 1–3, 15 days after shipment date.
(2) Priority 4–8, 20 days after shipment date.
(3) Priority 9–15, 40 days after shipment date.

b. Oversea shipments:
(1) Priority 1–3, 20 days after shipment date.
(2) Priority 4–8, 40 days after shipment date.
(3) Priority 9–15, 70 days after shipment date for parcel post items (mode 6, G, or H), and 80 days for all others.

The program provides listings based on the transportation tracer flag (TTG) of the shipped status detail. The listings are:

a. Transportation tracer list (TTF–T), which is created for CONUS bases only. It is used to make the initial determination whether actual tracer action is needed or correction of a transportation or supply discrepancy is needed.

b. Transportation tracer list (TTF–T), which is created for oversea bases only. It is used to initialize the actual tracer action and to get the most current transportation data.

c. Parcel post tracer list (TTF–P), which is used to conduct followup to Document Control or the receiving section for shipments sent by parcel post (mode of shipment code G or H), military ordinary mail (code 6), or express mail (code 7) that exceed the age criteria.

d. Receipt acknowledged error list (TTF–A), which advises the requisitioning unit of due-ins remaining in the data base record area (DBRA) that were identified previously as having been received; however, completed action hasn't been taken to clear the receipt.

e. Consolidated shipment error list (TTF–L), which identifies to the requisitioning unit those shipment status details that have a lead transportation control number (TCN) and exceed the age criteria. (A TCN is a 17-digit alphanumeric number assigned by Transportation to each shipment unit as the shipment control number from origin to destination.)

f. Exception action listing (TTF–F), which identifies those shipments which the traffic management office

(TMO) has annotated TMO TRACING, on a previous transportation tracer list.

These listings are used by supply and transportation personnel to ensure that followup action is taken on delayed shipments through transportation channels. Specific uses are explained in AFM 67-1, Volume II, Part Two, Chapter 6.

Transportation Action Required (TAR) Cards. TAR cards are produced in conjunction with the transportation tracer lists (CONUS and overseas) and the parcel post tracer list. These lists are screened by the appropriate activity to see whether shipments have been received on base. The parcel post tracer list is screened by either document control or receiving personnel, and the transportation tracer list is screened by both document control and traffic management personnel.

Once the listings have been screened and annotated, they are sent to the requisitioning unit. Depending on how each detail is annotated, "Received (date)," "Followup required," etc., a corresponding TAR card is processed, using the appropriate code in cc 7. Codes A, S and * are used to delete the due-in detail. For details that require followup, cc 7 is left blank on the TAR cards. This results in the output of shipment tracer action (TM1) cards which are used for followup (tracer) action through transportation channels.

Exercises (621):

1. How often is the MILSTAMP tracer reconciliation program run?

2. What products are used to trace delinquent shipments?

3. What codes are used on TAR cards to delete due-in details?

CHAPTER 3

Equipment Management

EQUIPMENT ITEMS are nonexpendable and are not consumed in normal use. Examples of equipment items are a typewriter, microfiche viewer, oscilloscope, or refrigerator. Equipment items are identified by ERRCDs ND or NF.

The task of equipment management is extremely difficult because of the many variations applicable to different types of equipment. Knowing equipment management concepts and procedures enables you to perform your job with more confidence and a better understanding of how equipment should be managed.

3-1. Air Force Equipment Management System (AFEMS)

Due to the nature of equipment items, they are controlled and accounted for differently from supply-type items. To do this, different activities have been given specific responsibilities in controlling equipment items.

622. Specify the purpose and responsibilities of AFEMS.

Purpose. AFEMS provides a standard method of managing equipment to all Air Force activities. It enables equipment managers to determine, authorize, account for, and report the types and quantities of equipment needed to accomplish the mission. AFEMS provides for the proper identification and accurate reporting of all equipment items. This system also serves as the primary basis for organizational equipment budget and buy programs. The basic procedures, objectives, and concepts of AFEMS are outlined in AFM 67–1, Volume IV, Part One, *Air Force Equipment Management System*.

Concepts. The Air Force equipping system is based on the following concepts:

a. The establishment and publication in tables of allowance of items and basis of issue normally required for the support of specific Air Force wartime and peacetime functions, missions, and individual duties.

b. The authorization of specific items and quantities tailored to the wartime and peacetime needs of each Air Force unit based on applicable allowances.

c. The COS at each Air Force base is responsible for centralized base-level management of equipment allowances, authorizations, accountable property records, physical inventories, reports, on-base redistribution, and related base level equipment management actions.

d. The establishment of a command equipment management office (CEMO) at each MAJCOM that is responsible for management of the command equipping program. This includes equipment allowances, authorizations, reports, intracommand redistribution of base funded items, and surveys of base-level equipment management effectiveness.

e. The systematic review, validation, and reporting of equipment requirements by the equipment management section (EMS) or CEMO for the approval of the respective equipment review and approval authority.

Responsibility Levels. There are various levels of responsibilities within AFEMS. These levels range from Headquarters (HQ) USAF down to individual property custodians. Each level is tasked with the proper accounting and safeguarding of equipment assets.

HQ USAF. The highest level within the AFEMS is HQ USAF. Their responsibilities are to:

a. Establish policy governing the organizational equipment management system, including interrelated supply equipage areas selected for management control within the system.

b. Approve and publish data services processing instructions required for AFEMS.

c. Furnish HQ AFLC and major commands, as applicable, advanced information regarding:

(1) Operational and logistic requirements and concepts.

(2) Aircraft, missile, and systems programming data.

(3) Other planning data considered essential to the development of equipment allowance and authorization data in support of new aircraft, missiles, or systems.

(4) The applicable main operating base supporting each forward operating base and dispensed operating bases which are provided through the USAF Program, Units, Bases, and Priorities, (short title PD).

d. Approve allowances of HQ USAF controlled equipment, such as controlled printing equipment and special training devices program items.

e. Approve and control through the Surgeon General, HQ USAF, all allowances affecting medical organizations and medical item allowances for nonmedical organizations according to AFM 67–1, Volume V, AF Medical Materiel Management System—General.

f. Provide instructions for the reporting of medical item requirements to the Surgeon General, HQ USAF, according to Volume V of AFM 67–1.

g. Conduct staff visits, management reviews, and evaluation of methods employed by the major commands for implementing, maintaining, and controlling the equipment management system.

h. Establish policy governing establishment, operation, and maintenance of the USAF Equipment Data Bank (C008).

i. Provide direct leadership and supervision to the Air Force Equipment Management Team (AFEMT).

Air Force Logistics Command. The Air Force Logistics Command (AFLC) operates our Air Force supply system under the policy directions of HQ USAF. AFLC is responsible for providing worldwide equipment support to the entire Air Force and also has these responsibilities:

a. Acts as the Air Force agent for implementing and managing the AFEMS. Maintains overall surveillance of the system through continuous review and analysis of allowances, authorizations, and reports.

b. Develops and, with HQ USAF approval, publishes and implements detailed directives and procedures for or related to AFEMS. This includes development of policies for HQ USAF approval.

c. Conducts on-the-spot equipment surveys to ensure compliance with Air Force equipment management policies and procedures. Ensures that Air Force units are equipped with minimum essential equipment needs which are specified in applicable allowances and are properly authorized, utilized, accounted for, and reported.

d. Conducts allowance document reviews with representation from the using command(s) and other Air Force agencies.

e. Participates in and assists major command traveling equipment review and authorization teams in their review of operating bases.

f. Acts for and in the name of the Chief of Staff, USAF, in the development, approval, disapproval, publication, and revision of equipment allowance documents. This includes having the authority to determine the items, quantities, and basis of issue (BOI) to be established as approved allowances, except Air Force controlled items. AFLC is also responsible for the preparation, publication, and distribution of AFR 0–10, *Management Control and Authorization Program for Tables of Allowance and Allowance Source Codes for USAF Activities*.

g. Establishes and maintains a mechanized system to forward allowance and stock catalog data to major commands on a timely basis.

h. Technically advises and assists the CEMOs in matters affecting the equipment management program.

i. Participates in the initial selection of aerospace ground equipment. Establishes the basis of issue through active participation in aerospace system group meetings, contractor technical compliance and development engineering inspections, provisioning conferences, reviews, and other similar activities. Reviews and exercises final approval/disapproval of items, quantities, and basis of issue to be prescribed as equipment allowances, except medical items, other equipment for medical type units, and HQ USAF controlled items.

j. Provides guidance for the correct interpretation of prescribed allowances.

k. Notifies the CEMO of all commands affected by any meetings scheduled for the selection, acquisition, and establishment of allowance or utilization studies of organizational equipment, including determination of controlled mission equipment items.

l. Establishes and maintains a master USAF reporting organization file (ROF) depicting the equipment reporting status of each Air Force unit and wartime additive mission.

m. Distributes and redistributes centrally procured equipment, both intercommand and intracommand, except on-base redistribution.

n. Establishes, operates, and maintains the USAF Equipment Data Bank (C008).

(1) Evaluates, analyzes, and approves or disapproves recommendations received from major commands relative to data bank operating deficiencies or proposed improvements.

(2) Develops recommendations for changes in policy, procedures, detail data design, and in operating and maintenance techniques for HQ USAF approval.

(3) Implements changes in policy, procedures, data system design, and operating and maintenance techniques approved and/or directed by HQ USAF.

Command Equipment Management Office (CEMO). The CEMO is established at each major command. This office manages all equipment within its command. The CEMO serves as a monitor and provides guidance and assistance to each equipment management section under its control. The major responsibilities of CEMO are as follows:

a. Directs and administers the command equipment management system through base- and-command level offices.

b. Establishes qualified equipment review and authorization activities (ERAAs) responsible for effective and economical equipping of units and the review of authorizations and allowances.

c. Ensures the maintenance of the auditable account records, verified by physical inventories, for units assigned to the command and those tenant units under the jurisdiction of the command for records maintenance.

d. Conducts analyses, management studies, and reviews, as required, to ensure an effective, responsive, and economical command equipping system fully supporting the assigned mission.

e. Recommends, through AFLC to HQ USAF, policy and procedural changes designed to improve AFEMS.

f. Receives, reviews, and analyzes data bank statistical, operating, and management products provided to CEMOs and directs appropriate action to applicable subordinate COSs or host CEMOs.

g. Ensures complete and verified reports of all equipment authorized and/or in the possession of command assigned units and those tenant units under the jurisdiction of the command for reporting purposes.

h. Develops, maintains, and reports dated forecast and organization forecast authorization equipment data as required to project equipment requirements in support of programmed/unprogrammed unit actions. Redistributes excess local purchase items.

i. Develops recommendations for changes to policy, procedures, detail data system design, operating, and maintenance techniques to AFLC for consideration.

j. Performs update actions similar to actions required of the COS for organization/dated forecast authorization equipment data records prepared and dispatched to the data bank by CEMOs.

Chief of supply (COS). The COS can approve or disapprove the use of equipment items at base level, unless the item requires a higher level of approval. For this reason, the COS is called the equipment approval authority (EAA). The COS has the option of designating a representative to act as the EAA. Other responsibilities include:

a. Establishing and maintaining a qualified ERAA for a continuous responsible program in establishing austere but effective authorizations.

b. Ensuring prompt positive action to economically equip units to accomplish their assigned mission.

c. Establishing and maintaining accurate auditable accountable records for all units logistically supported by the COS.

d. Submitting complete and verified reports of all equipment authorizations and in-use assets for units logistically supported by the COS.

e. Obtaining data, conducting analysis, management studies, and reviews to ensure an effective, responsive, and economical equipping program, including turn-in or redistribution of unauthorized items.

f. Acting as the organizational agent for preparation of forms and related tasks as required.

g. Advising organizational commanders of known inventory discrepancies within the unit.

h. Processing USAF Equipment Data Bank products and initiating COS record update actions as required for transmittal to the appropriate host CEMO.

i. Advising communications activities, as necessary, regarding required programmed communications support program actions.

Organizational commander. Organizational commanders are responsible for exercising stringent control when initiating equipment requests to eliminate luxury or nonessential items. Only equipment needed to support assigned or programmed functions and missions of the unit should be ordered. The commander is also responsible for:

a. Ensuring that all items are properly maintained and safeguarded. If loss, damage, or destruction occurs to reportable equipment items, factual data is furnished to the COS to support the documentation for relief of responsibility and accountability.

b. Ensuring that frequent inspections are conducted on individual clothing and/or equipment authorized to personnel or unit functions assigned or attached to the organization. This inspection determines completeness and serviceability.

c. Ensuring that all personnel in the organization are properly instructed in the care and safeguarding of all supplies and equipment and that these instructions are rigidly enforced.

d. Exercising organization supply discipline by prompt repair or evacuation of unserviceable or unserviceable (reparable) items, prompt action in requesting changes of authorizations of equipment when a function is reduced, eliminated, or when a mission change occurs, and preventing the hoarding of any supplies or equipment and the prompt return of unneeded items.

e. Appointing capable individuals as property custodians and alternates. Establishing, changing, or cancelling custodian accounts.

Equipment management section (EMS). EMS processes requests for equipment items. This section reviews equipment requests and is known as the equipment review and authorization activity (ERAA). We discussed the duties and responsibilities of EMS in Volume 1 of this CDC.

Property custodian. Each organization that uses equipment has individuals assigned as property custodians. The property custodians are responsible for managing and maintaining equipment that has been issued to their organization/shop. When an equipment item is required by an organization, a request for the item is sent to Base Supply. The property custodian is responsible for submitting the request to Base Supply by radio/telephone, AF Form 601 (Equipment Action Request), AF Form 2005 (Issue/Turn in Request), AF Form 1445 (Materials and Equipment List), or letter.

Exercises (622):

1. What is the purpose of AFEMS?

2. Match the responsibility in column A to the activity in column B. Column B choices may be used once or more than once.

Column A

_____ (1) Establishes the USAF Equipment Data Bank (C008).
_____ (2) Acts as the equipment approval authority (EAA).
_____ (3) Establishes policy governing the organizational equipment management system.
_____ (4) Manages and maintains equipment assigned to their organization/shop.
_____ (5) Manages all equipment within a major command.
_____ (6) Ensures all personnel are familiar with the care and safeguarding of supplies and equipment.
_____ (7) Submits requests for equipment items to Base Supply.
_____ (8) Processes requests for equipment items.

Column B

a. HQ USAF.
b. AFLC.
c. CEMO.
d. COS.
e. Organizational commander.
f. EMS.
g. Property custodian.

Column A *Column B*

_____ (9) Provides worldwide equipment support to the entire Air Force.

_____ (10) Acts as the equipment review and authorization activity (ERAA).

623. State the criteria for selecting a property custodian and the duties assigned to the property custodian.

Appointment of Property Custodian. Effective equipment management must start with a basic knowledge and interest on the part of the user. It is imperative that unit commanders and custodians develop controls to enforce supply discipline and ensure that equipment authorizations/allowances are specifically and effectively employed. The job of property custodian must not be taken too lightly since the custodian exercises control over Air Force equipment. Before discussing responsibilities, let's first find out who can be a property custodian and who appoints a person to be a property custodian.

Almost anyone can be a property custodian: commissioned officers, warrant officers, noncommissioned officers (NCOs), airmen, or civilians. The only stipulation is that the organization commander and EMS must mutually agree on the person selected.

Airmen may be appointed as either primary or alternate custodians when approved by the host deputy commander for resource management (DCR). The request for waiver must include:

a. Authorized and assigned grade structure of the functional area.

b. Authorized dollar value of the account.

c. Airman's rank and total military service.

d. Whether the account has weapons or classified materiel authorized.

Property custodians are appointed by their organizational commanders. Requests for appointment/change of property custodians/alternates are submitted by formal correspondence from the organizational commander to EMS. Before assuming custodial responsibilities, new custodians must report to EMS for a thorough briefing. New custodians must attend an equipment training course prior to assuming custodian duties.

Property Custodian Responsibilities. Being a property custodian is an additional duty for most people. This does not mean that it is not an important job. The amount of time you spend on this job depends on the size and activity of your account. Your responsibilities as a property custodian are to:

a. Assume custodian responsibility for equipment issued to your account.

b. Assist base supply personnel when inventories are conducted and ensure that all items are physically present and serviceable.

c. Submit requests for equipment to EMS.

d. Maintain a record on AF Form 126, Custodian Request Log, for all EAID (equipment authorization inventory data) requests regardless of the method of submission. Maintain suspense and completed file of all requests submitted to EMS to ensure knowledge of the status of the account.

e. Accomplish necessary coordination with pertinent activities; that is, ground safety officer, records management officer, director of base medical services, civil engineering officer, communications officer, and other planning elements prior to submission of requests to EMS. In extenuating circumstances, coordination/validation by activities such as the C3RB (for intrabase radios), VUB (for vehicles), etc., may be obtained after the requirement has been submitted to EMS. Any appliance requiring connection to water, electricity, or gas, or requiring modification of facilities must be coordinated with the base civil engineer (BCE) before being submitted to EMS.

f. Review custodian authorization and custody receipt listings (CA/CRL) received from EMS to ensure that all necessary data are complete and accurate. Sign the acknowledgment of responsibility block and return the CA/CRL to EMS within 15 working days. Off-base organizations are allowed 30 workdays.

g. Advise the appropriate base repair activity of items requiring inspections, repair, calibration, adjustment, or other work as long as the item is still required. Equipment items, except kitchen equipment, appliances, individual equipment and clothing, requiring contract repair (warranty, contractual maintenance, etc.,) are processed directly to the contract maintenance branch by the property custodian. Individual equipment items are processed as reflected in AFM 67–1, Volume II, Part Two, Chapter 28, Section B. BCE is the base repair activity for kitchen equipment and appliances.

h. Report promptly any excess authorizations, allowances, or in-use assets to EMS.

i. Review, in conjunction with EMS, all allowance source documents peculiar to or specifically related to the custodian's operation. Recommend changes, additions, or deletions, as necessary.

j. Furnish, when applicable, the required data for support of administrative adjustments to EAID authorized/in-use detail records to obtain relief from accountability and/or responsibility for items lost or destroyed.

k. Ensure, upon termination of custodial responsibility, that the custody account has been properly transferred to the designated successor and has been officially cleared by EMS.

l. Submit requests to EMS within 10 workdays for all equipment subject to EAID management that is transferred or shipped to another activity or received from sources other than the COS. Attach supporting documentation to the request when required.

m. Perform followup action with EMS as required.

n. Report to EMS all assets found that are not reflected on the CA/CRL and protect the property until disposition instructions are provided. EMS determines the appropriate custodian for EAID items (review of CA/CRL, Q09 (allowance source code listing), transaction history, etc.).

o. Perform, in conjunction with EMS, due-out revalidations.

p. Ensure, by spot checks and periodic inventories, that all property in your possession or under your jurisdiction is properly charged to your account and that all property charged to your account is physically on hand or that appropriate action has been taken to effect settlement for missing or damaged items.

q. Ensure cleanliness of equipment before turn-in. You also coordinate the turn-in of safes and filing cabinets with combination locks, with the responsible Top Secret control officer and persons responsible for safeguarding Secret and Confidential material.

r. Affix labels on equipment, when practical, while conducting physical inventories.

Exercises (623):

1. Who appoints an individual as a property custodian?

2. What is required of the property custodian prior to assuming custodial responsibilities?

3. Who approves the assignment of airmen as a property custodian?

4. From the responsibilities listed below, select the ones that belong to property custodians.
   a. Approve equipment requests.
   b. Submit equipment requests.
   c. Repair kitchen appliances.
   d. Maintain Custodian Request Log.
   e. Review and sign the CA/CRL.
   f. Act as ERAA.
   g. Attach labels to equipment while conducting an inventory.

3-2. Property Responsibility

Proper care and safeguarding of Government property is the responsibility of all Air Force military, civilian, and contractor personnel. AFR 20-14, *Management of Government Property in Possession of the Air Force,* states the responsibilities involved in managing property. It is up to each of us to ensure that Government property is properly accounted for and safeguarded.

624. Cite Air Force policy and responsibility levels regarding property management.

Air Force Policy. Government property management provides for the proper allocation, control, care, use, and safeguarding of Government property that is under the control of the Air Force. Property management applies to each individual, whether the property is receipted or issued to the individual for care or custody (regardless of duty assignment and level of supervision or command).

Property management responsibility includes pecuniary liability for the loss, damage, or destruction of property resulting from negligence, willful misconduct, or deliberate unauthorized use. This means that you must make good the loss, destruction, or damage of property caused by your poor administration or negligence in the use, care, custody, or safeguarding of such property.

Everybody must strive to prevent instances of fraud, waste, and abuse (FW&A) and to correct property management deficiencies. Each individual must promptly report discrepancies to the organization responsible for correcting the deficiency. The issue or loan of Air Force property for nongovernment activities or for personal use is prohibited, except for property that is specifically authorized for that purpose.

When pecuniary liability is admitted and damage to or market value or depreciated value of the property doesn't exceed $500, relief from responsibility is obtained by processing either DD Form 362, Statement of Charges for Government Property Lost, Damaged, or Destroyed, or DD Form 1131, Cash Collection Voucher. When the dollar value is in excess of $500, you initiate an AF Form 198, Report of Survey for Air Force Property.

Responsibility Levels. The Air Force's mission makes it imperative that Government equipment, supplies, and real property be operated and maintained in the best possible condition. They must be in constant readiness and in the absolute minimum quantity necessary to accomplish assigned tasks. Supply discipline is needed to conserve and protect available Government resources for operational needs.

Commanders, subordinate commanders, supervisors, and individuals. Responsibilities are:

a. Exercise sound management of property resources provided for their use.

b. Ensure property records are maintained accurately to reflect the current status of property charged to accountable officers.

c. Ensure personnel exercise economy and care in the use, safeguarding, and custody of property.

d. Provide adequate protection and storage (open and covered) for property resources.

e. Ensure subordinates are aware of the requirements of AFR 20–14.

f. Ensure the policies and procedures outlined in AFR 20–14 are specifically incorporated in self-inspection programs, in inspection programs prescribed by other applicable directives, and in the inspection programs of the subordinate command or functional elements over which each commander exercises command control.

g. Ensure Government property is used only for authorized purposes.

h. Take immediate administrative or disciplinary actions if there is evidence that individuals do not adequately perform their property management responsibilities.

i. Comply with inventory objectives and responsibilities prescribed in AFM 67–1 and other Government property accounting directives.

j. Exercise supply discipline to ensure requests for supplies and equipment are valid. Meet minimum quantities necessary to perform the assigned mission and ensure the request's priority meets the need's urgency.

k. Ensure any unaccounted property found on an installation is promptly recorded.

l. Ensure records are adjusted to reflect all discovered shortages and that such adjustments are made according to prescribed directives.

m. Ensure local procedures are established so that property accounts are properly cleared before Government property custodians depart for permanent change of station (PCS) or are absent on temporary duty (TDY), leave, etc., for 45 days or longer. Give particular attention to retention or turn-in when individuals depart PCS or separate from the Air Force.

n. Ensure all individual recommendations for preventing or correcting FW&A actions are promptly addressed to the individual or organization responsible for correcting the deficiency. Ensure the complaint is addressed to the base or MAJCOM focal point for FW&A (if preventive or corrective action is considered inadequate).

o. Ensure immediate accomplishment of any corrective actions relating to FW&A incidents. Organization commanders must identify any policies, procedures, or directives that may contribute to FW&A incidents.

p. Appoint accountable individuals as property custodians. If an accountable individual is absent for more than 45 consecutive days, appoint a qualified replacement.

q. If applicable, ensure full compliance with AFR 11–4, *Host-Tenant Support Responsibilities of USAF Organizations*. Tenant unit commanders will identify the extent of control the installation commander (host) exercises over their organizations in regard to command responsibilities outlined in AFR 20–14.

Custodian. A property custodian is any individual designated by the organization commander or chief of a staff agency to have custodial responsibility for Government property in his or her possession. Responsibilities are to:

a. Prepare and forward materiel requests to the appropriate agency or individual.

b. Sign custody receipts or custody receipt listings for property charged to their organization.

c. Comply with all directives and instructions relating to the property in their charge.

d. Promptly report any losses or irregularities relating to property in their charge to their immediate commander or accountable officer.

e. Initiate action to reconcile and correct property records.

These responsibilities apply equally to subordinate personnel receiving property to use, consume, or safeguard. The recipients assume custodial responsibility.

Personnel having custodial responsibility may incur pecuniary liability for the loss, destruction, or damage to property caused by willful misconduct, deliberate unauthorized use, or negligence in the use, care, custody, or safeguarding of the property from causes other than fair wear and tear. Evidence of responsibility for management of Government property at designated levels of command is provided by:

a. Properly documented and itemized physical inventories taken at required intervals.

b. A copy of each document that indicates acquisition or relocation of property.

c. Certificates of transfer of responsible or accountable personnel.

Relief from custodial responsibility is provided by:

a. Documents to show turn-in or transfer of items to another custodian (see AFM 67–1 or other pertinent documents).

b. Approved reports of survey or certificates in lieu of reports of survey, schedules of collection, and other authorized adjustment documents.

c. Approved reports that provide for disposition of or relief from responsibilities for items that have become unusable due to damage, loss, deterioration, obsolescence, or destruction.

d. Approved inventory adjustment or a prescribed document to adjust losses incidental to normal operations.

Accountable individual. An accountable individual is one who is imposed by law, lawful order, regulation, or contract with the duty, when officially designated, to maintain accurate records of property or documents. Appointment of accountable individuals by the wing commander, vice-wing commander, or installation commander must be made according to specific qualifications identified in AFR 20–14. Evidence of establishment or relief of accountability is according to AFM 67–1, Volume I, Part Two, Chapter 1.

Accountable individuals are held liable for the loss, damage, or destruction of their accountable property when the loss, damage, or destruction results from their negligence, willful misconduct, or deliberate unauthorized use. Accountable individuals must place specific emphasis on:

a. Timely and accurately recording of property transactions and maintaining all appropriate records.

b. Performing inventories of their accountable property at periods prescribed according to AFM 67–1 or other appropriate directives.

c. Determining, justifying, and requesting adequate storage facilities.

d. Providing adequate safeguards and protecting property in their custody.

e. Identifying the urgency and validity of requests for materiel. Promptly submitting requests within approved Department of Defense (DOD) and Air Force directives.

f. Properly identifying, reporting to supply sources, and disposing of unserviceable, reparable, or excess property.

g. Conducting personal checks to determine the accuracy of accountable records and the validity of warehouse locations.

h. Timely and accurately submitting all required reports.

i. Providing effective management direction for committing or obligating public funds.

j. Ensuring that stock levels are established, reviewed, and adjusted as AFM 67–1 or other appropriate directives require.

k. Providing management guidance and training to users and custodians.

Exercises (624):

1. Who is responsible for property management?

2. What does Government property management provide?

3. What does pecuniary liability for the loss, damage, or destruction of property result from?

4. Through your negligence, you lost an item worth $525. What form do you fill out?

5. Match the responsibility in column A to the level in column B. Choices may be used once or more than once.

Column A	*Column B*
______(1) Initiate action to reconcile and correct property records.	a. Commanders, subordinate, commanders, supervisors, and individuals.
______(2) Provide adequate safeguards and protect property in their custody.	b. Custodian.
______(3) Ensure personnel economically use and exercise care in the use, safeguarding, and custody of property.	c. Accountable individual.
______(4) Determine, justify, and request adequate storage facilities.	
______(5) Ensure Government property is used only for authorized purposes.	

3-3. Equipment Requests

As stated earlier, equipment items are nonexpendable, are not consumed in use, and do not lose their identity. Equipment items are identified by ERRCDs NFx and NDx. Equipment items are either EAID or non-EAID, depending on their equipment management code (EMC). EAID items are accounted for on authorized/in-use details, whereas non-EAID items aren't recorded on any type of detail once they've been issued or released to an organization. In this section, we discuss the actions you take to identify EAID items and how you process requests for EAID and non-EAID items.

625. Specify how items are determined to be EAID reportable and how equipment items are requested through EMS.

Equipment Management Codes (EMC). EMC codes identify equipment items that are accounted for on authorized/in-use details and indicate whether items are reported through the USAF data bank (C008). The EMC code is the third position of the ERRCD. You research the master equipment management index (MEMI/table of allowance (TA) 001) to find the EMC for each item. The EMC code replaces the cost designator in the ERRCD. For instance, national stock number (NSN) 7110001280065 has an ERRCD of NF2 per the management data list (ML–C). The MEMI reflects an EMC of 1 for this item; therefore, the ERRCD becomes NF1. EMC codes and their descriptions are:

EMC	*Description*
1	No in-use details required; no reporting.
2	Item coded EMC 1 in the cataloging systems for which MAJCOM has directed/approved the maintenance of EMC 2; is assigned at base level and constitutes an override of EMC 1; in-use details required; no reporting.
3	In-use details required; overlay reporting.
4	In-use details required; asset reporting.
5	In-use details required; serial number reporting.

Equipment Requests. Custodians use one of the following methods to request equipment actions (issue, turn-in, etc.) from EMS.

Equipment Action Request, AF Form 601. You use an AF Form 601 to request a change to a TA. This form is also used to request an item in a TA whose BOI (basis of issue) requires approval above wing or base level, for items that require approval under miscellaneous allowance source codes (ASC), all Civil Air Patrol (CAP) and ground communication—electronics and meteorological equipment (CEM) equipment, and computers.

AF Form 2005, AF Form 1445, or letter. These methods of submission can be used when the requested item is in a TA where the BOI requires approval at/below wing/base level or when the BOI, preface, or other directive requires special base-level coordination. AF Form 1445 is only used by base civil engineer (BCE) organizations.

Radio, telephone, or walk-in. These methods can be used for items in a TA where the approval authority is wing/base level or below and special coordination is not required. AF Form 2005, AF Form 1445, or letter may be submitted if the custodian prefers not to use call-in service.

Exercises (625):

1. What code tells you whether an equipment item is an EAID item, and where do you find this code?

2. Equipment items are identified by what ERRCDs?

3. NSN 4920010687583 has an ERRCD of NF2 per the ML. However, the MEMI reflects an EMC of 3. What ERRCD is loaded to the item record?

4. By what methods can equipment requests be submitted?

626. Define allowance and authorization and state the research products used to process equipment requests.

Authorizations. It is Air Force policy that the equipping needs of each Air Force organization be known and that each organization be authorized only the equipment that is required to accomplish its mission. It is the responsibility of the COS to ensure that authorizations are valid and tailored to the minimum needs of each organization.

Equipment allowance documents provide the guidance and controls to select and approve items and quantities of equipment to be authorized to Air Force organizations. Equipment authorizations are allowances that have been converted to specific quantities, of specific items, for specific units. As such, authorized/in-use detail records are the authority for the acquisition and retention of items managed under AFEMS. Normally, the item to be requisitioned is the authorized item. When an authorized or preferred item is excessive to the needs or capability of a unit, a standard Air Force item of lesser capacity, size, and cost may be obtained in its place. The asset obtained is reported as a substitute for the preferred authorized item. The COS is responsible for exercising continuous surveillance over the equipping program to ensure effective use of equipment and to ensure that the maximum state of readiness and operational capability is kept at minimum cost.

Allowances. Air Force equipment allowance documents state the items and quantities of equipment required to perform assigned missions, functions, and duties of Air Force organizations and individual specialists. Allowance source codes (ASC) provide using Air Force organizations with a ready reference to equipment selected for Air Force use and encourage uniformity of equipment for similar functions.

HQ AFLC is responsible for the final review and approval or disapproval of items of organizational and individual equipment, quantities and basis of issue (except medical and nonmedical items required in medical facilities) to be included in USAF equipment allowance documents, and for approval/disapproval of requests for other than normal allowance. Final approval authority does not apply to HQ USAF controlled items.

Allowance source codes normally identify the master item in the interchangeable and substitute (I&S) subgroup. When less than the I&S subgroup master is established, the item is coded R in the master equipment management index (MEMI/TA 001). All prime authorization records should reflect the ISG master item.

Generally, only nonexpendable items are listed in allowance documents. Expendable items contained in allowance documents are listed to provide information to using activities. Activities may request expendable items in quantities that exceed the basis of issue (BOI) reflected in applicable allowance documents, except for specialized tools, personal retention and survival items, components of bench sets, and WRM. Equipment management code (EMC) 1 items are normally excluded from EAID accountable records but are included in allowance documents with quantities and basis of issue. Using commands may change EMC 1 items to EMC 2 when base-level authorized/in-use detail record accountability is desired. Except in unusual circumstances approved by USAF, allowances of end items are not included in allowance documents for standby, backup, or maintenance attrition. Spare parts to be expended in the maintenance, repair, or assembly of end items are not included.

The basis of issue (BOI) in allowance documents represents the maximum allowable quantity for a nonexpendable item which may be authorized by the applicable level of approval authority if properly substantiated by workload or utilization data or other adequate justification to support the function designated. Insofar as practicable, allowances are stated in flexible terms to permit adaptability to varying numbers of equipment, personnel, workloads, etc. Authorizations are held to the minimum essential and will not exceed allowances.

Research Products. USAF equipment allowance documents establish the items and quantities of equipment required to perform the assigned missions, functions, and duties of Air Force organizations and individual specialists. AFLC is responsible for the final review and approval of items of organizational equipment, quantities, and basis of issue to be included in USAF allowance documents.

It is the responsibility of the ERAA to ensure that the authorizations are validated and tailored to the needs of each organization. ERAAs must authorize and adjust authorizations to the extent needed for organizations to successfully complete their missions with a minimum of resources and equipment. To accomplish this, ERAAs continuously monitor the equipping program to ensure that the maximum state of readiness and operational capability are maintained at minimum cost. To do this effectively, you must be familiar with the products used to research allowances so you can determine the authorization.

AFR 0–10, Management Control and Authorization Program for Tables of Allowance and Allowance Source Codes for USAF Activities. AFR 0–10 is an index of allowance source codes (ASC) and lists miscellaneous ASCs. ASCs are listed in numerical sequence showing the publication date, title, application, the AFLC monitoring activity, and distribution instruction. AFR 0–10 is published and revised quarterly by AFLC/LOW.

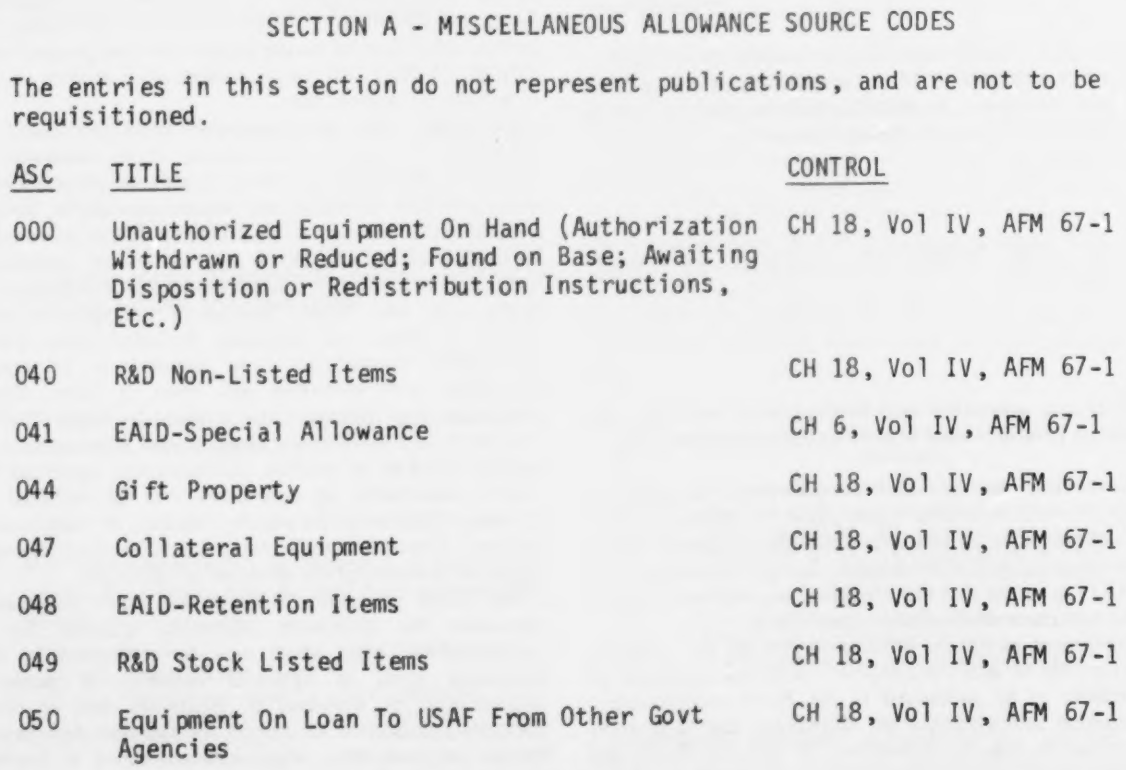
AFR 0–10 is the authority for MAJCOMS to authorize, acquire, and account for essential requirements. This regulation is divided into five sections.

(1) Section A contains miscellaneous ASCs (fig. 3-1). They represent miscellaneous allowances as reflected in the titles and are used to authorize equipment for which allowances in published TAs do not exist.

(2) Section B lists current, developmental, and rescinded TAs (fig. 3-2). This section reflects the number of each TA, date of publication, title and application (BOI), and the pertinent activity monitor code. Furthermore, Section B is used by EMS to maintain TAs in a current and properly indexed manner and to determine the activities that are authorized a particular TA. Notice the asterisk (*) in front of TA 008. This indicates that a change has occurred since the last edition of the index. The change normally relates to the title, BOI, date, amendment, or ALC assignment. The activity monitor code column identifies the activity having ASC assignment.

(3) Section C (fig. 3-3) lists joint tables of allowances (JTA) for US Military Groups (USMILGP) and Military Assistance Advisory Groups (MAAG). JTAs are jointly used by the Air Force and the Army.

(4) Section D lists TAs for Military Assistance Program (MAP) and foreign military sales (FMS) cases (fig. 3-4).



SECTION A - MISCELLANEOUS ALLOWANCE SOURCE CODES

The entries in this section do not represent publications, and are not to be requisitioned.

ASC	TITLE	CONTROL
000	Unauthorized Equipment On Hand (Authorization Withdrawn or Reduced; Found on Base; Awaiting Disposition or Redistribution Instructions, Etc.)	CH 18, Vol IV, AFM 67-1
040	R&D Non-Listed Items	CH 18, Vol IV, AFM 67-1
041	EAID-Special Allowance	CH 6, Vol IV, AFM 67-1
044	Gift Property	CH 18, Vol IV, AFM 67-1
047	Collateral Equipment	CH 18, Vol IV, AFM 67-1
048	EAID-Retention Items	CH 18, Vol IV, AFM 67-1
049	R&D Stock Listed Items	CH 18, Vol IV, AFM 67-1
050	Equipment On Loan To USAF From Other Govt Agencies	CH 18, Vol IV, AFM 67-1

Figure 3-1. AFR 0–10, Section A (extract).

SECTION B - CURRENT/DEVELOPMENTAL/RESCINDED TABLES OF ALLOWANCE

TA/PUB DATE	TITLE & APPLICATION	ACTIVITY MONITOR CODE
001	Master Equipment Management Index (Distr Con by Sacramento ALC. Ref Para 4C of Index) Note: Basic publication is published as required. Addenda are published each month following basic publication.	SM
002	Monthly Allowance Notice Monthly Update (Distr Con by Sacramento ALC. Ref Para 4C of Index)	SM
006 Dec 85	Organizational and Administrative Equipment	WR
	AF Organization Except Dependents Schools Overseas	
	AFROTC (Part D Only)	
	Training Course (ATC)	
007 Dec 85	Automatic and Electronic Administrative Equipment and Components (Office Information System) (OIS)	WR
	AF Organization	
*008 Mar 86	Civil Engineering Equipment	WR
	Civil Engineer Organization/Function (NOA)	
	AF Family Housing Ground Maintenance WAB Base Housing Officer (Part C)	

Figure 3-2. AFR O-10, Section B (extract).

SECTION C - USMILGP AND MAAG SUPPORT - JOINT TABLES OF ALLOWANCE

JTA/PUB DATE	TITLE	ACTIVITY MONITOR CODE
	MILITARY MISSIONS	
74-1 Oct 82	Joint United States Military Mission for Aid to Turkey	HQ AFLC
74-2 Mar 84	Morocco-United States Liaison Office	HQ AFLC
	Change 1	
74-3 Apr 85	United States Military Liaison Office, Tunis, Tunisia (OPNAVINST 4900.123)	HQ AFLC
	MILITARY ADVISORY GROUPS	
75-2 Nov 83	United States Military Group, Argentina (OPNAVINST 4900.95E)	HQ AFLC
75-3 Jan 84	United States Security Assistance Management Staff, Brazil (OPNAVINST 4900.94D)	HQ AFLC

Figure 3-3. AFR O-10, Section C (extract).

SECTION D - REFERENCE TABLE OF ALLOWANCE or MAP and FMS CASES

TA	TITLE	ACTIVITY MONITOR CODE
289	F/TF Royal Saudi Air Force	WR
309	E-3A Weapons System for the Royal Saudi Air Force	WR
985	Aircraft Maintenance MAP/FMS	WR

Figure 3-4. AFR O-10, Section D.

(5) Section E is a listing of TA subjects/end items and the TAs that they are authorized in (fig. 3-5).

Master equipment management index, MEMI (TA 001). The master equipment management index (MEMI) identifies and blends all equipment-type items in a single publication (TA 001) reflecting the latest catalog data and allowance source codes (ASC) in which the items are authorized. The MEMI is published semiannually, with monthly cumulative addenda furnished by AFLC, to all agencies engaged in maintaining equipment allowance and authorization records. Due to the monthly addenda, this document normally contains more current catalog data than that reflected in published stocklists and allowance documents; however, in case of conflict, the stocklist and/or allowance documents govern whenever the effective date is later than the effective date shown in the MEMI. It is not the intent of the MEMI to replace stocklists but to provide expedited catalog change data based upon official stock list actions.

Even though this publication is designated as a table of allowance (TA), it does not contain allowances. The primary purpose of the MEMI is to provide a cross-reference from stock number (NSN) to ASC. The MEMI is in stock number sequence (fig. 3-6). Look at stock number 1450-00-034 3147AH in figure 3-6. Below the stock number, you see the letters ASC. Now look farther to the right and you will see the TA number that applies to this particular stock number (TA 590). Notice that some stock numbers are listed in more than one TA. The MEMI also reflects indicative data (including the EMC) for each stock number listed.

Tables of allowance (TA). A TA is an allowance document. It prescribes basic allowances of equipment normally required by Air Force activities and individuals in the accomplishment of assigned missions, tasks, or duties. These also provide the control to develop, revise, or change equipment inventory data. TAs are listed in AFR 0-10 and are identified by a three-digit number. (EXAMPLE: TAs 006, 016, 414, etc.) TAs are in NSN sequence within part and section.

Most TAs are now published on microfiche. With the exception of the MEMI, all TAs follow the same basic format. Each TA has an introduction. The introduction states the purpose and provides general and special information about the TA. It also has the table of contents which identifies the type/application of equipment listed in each part/section/subsection of the TA. The purpose of the introduction is to aid you in using the TA. Therefore, it is important that you read the introduction of a TA before attempting to use it for the first time.

Following the introduction of a TA is the organizational item list. The organizational item list is broken down into parts and sections. Figure 3-7 is an extract of TA 006, Part G, Section T. To use a TA, simply find your stock number and read the basis of issue (BOI). The BOI is the authority which establishes the number of items to be issued to an individual, activity, or military organization. The BOI for NSN 1940-00-268-9967 is 2 per 31 CS GP Homestead AFB. A NSN may be listed in more than one part/section of a TA. Refer to the table of contents to determine what part/section applies to a particular requirement.

At the end of most TAs, an allowance summary is provided. This portion of the TA lists every NSN from the various parts/sections of the TA in NSN sequence (fig. 3-8). The allowance summary provides basically the same information as the organizational item list: NSN, nomenclature, and BOI. It also lists the parts/sections in which each NSN is listed. For example, look at NSN 7110-00-641-4556. To the right of the nomenclature, you see the letters AB and BA. This means that this NSN is listed in Part A, Section B, and in Part B, Section A, of the TA.

Changes to TAs are provided monthly with the publication of TA 002, Allowance Document Monthly Update. This publication contains consolidated cumulative TA changes that have occurred since the last basic TA

SECTION E - ALPHABETICAL LISTING OF TABLES OF ALLOWANCES SUBJECTS

SUBJECT	TA NUMBER
A-7	104, 293, 297, 351, 752, 857
A-10	104, 301, 303, 329, 330, 331, 351, 752, 818
*A-37	337, 340, 752
AGM-65	284
AGM-69	369
AIM-4	284

Figure 3-5. AFR O-10, Section E (extract).

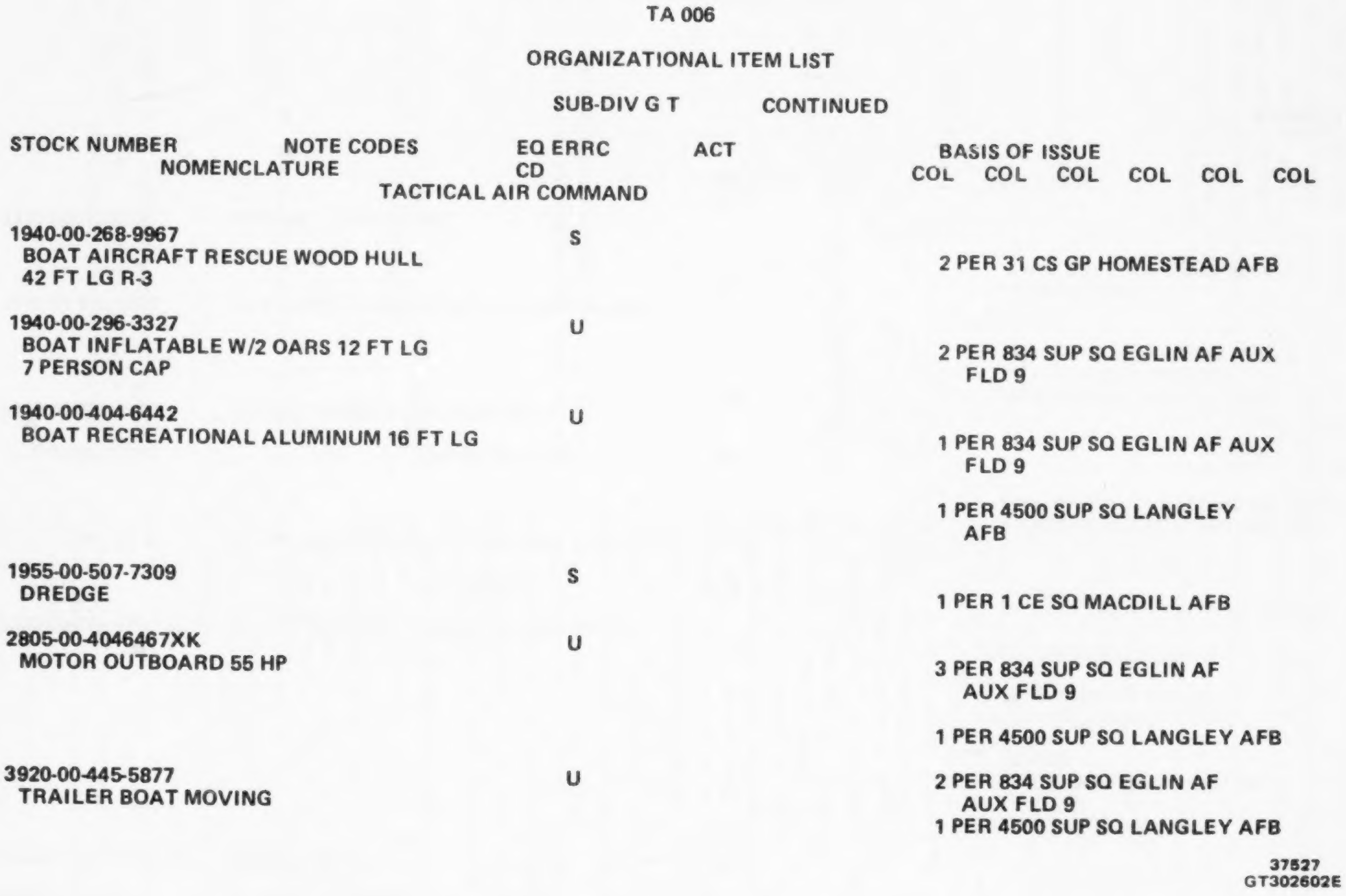
MASTER EQUIPMENT MANAGEMENT INDEX

TA 001

STOCK NUMBER	REFERENCE PHRASE NOMENCLATURE	AAC	BUD CODE	CATL ACT	UNIT COST	I&S IND	FUND CODE	S/ SUP	PSC	ERRC	U/I	IM ACT	EQ CD	EMC	AGE	EAID	EFF DATE
ASC 1450-00-0238682FB	258 DOLLY – MISSILE REPAIR	C	262 E	SU	30000.00			FGZ	5	ND2	EA	SU				E	6153
ASC 1450-00-0278430AD	592 ADAPTER, HOISTING, GUIDED MISSILE DACO P/N 583372	C	E	TA	200.00			FFZ	5	NF2	EA	TA				E	6153
ASC 1450-00-0313539JB	261 SUITABLE SUB IS 1450-00-107-3651	C	E	SU	2847.00	SM		FGZ	5	NF2	EA	SU				E	6153
1450-00-0343147AH	I&S MSTR IS 1450-00-1073651JB RESTRAINT HORIZONTAL STAGE I	C	E	SU	4448.00	M		FGZ	5	ND2	EA	SU				E	6153
ASC 1450-00-0347255AE	590 DOLLY INTERSTAGE SECTION GUIDED MISSILE	C	E	SU	4440.00			FGZ	5	NF2	EA	SU				E	6153
ASC 1450-00-0367826AE	253 FLOW INDICATOR DEAD LEG DRAIN OXIDIZERA P/N 7227249-10	C	262 E	591 SU	253.90			FGZ	5	NF2	EA	SU				E	6153
ASC 1450-00-0367833AE	253 FLOW INDICATOR DEAD LEG DRAIN FUEL P/N 7227249-30	C	E	SU	253.90			FGZ	5	NF2	EA	SU				E	6153

37528
GT30260

Figure 3-6. MEMI/TA 001 (extract).



TA 006

ORGANIZATIONAL ITEM LIST

SUB-DIV G T CONTINUED

STOCK NUMBER NOMENCLATURE	NOTE CODES	EQ ERRC CD	ACT	BASIS OF ISSUE COL COL COL COL COL COL
TACTICAL AIR COMMAND				
1940-00-268-9967 BOAT AIRCRAFT RESCUE WOOD HULL 42 FT LG R-3		S		2 PER 31 CS GP HOMESTEAD AFB
1940-00-296-3327 BOAT INFLATABLE W/2 OARS 12 FT LG 7 PERSON CAP		U		2 PER 834 SUP SQ EGLIN AF AUX FLD 9
1940-00-404-6442 BOAT RECREATIONAL ALUMINUM 16 FT LG		U		1 PER 834 SUP SQ EGLIN AF AUX FLD 9 1 PER 4500 SUP SQ LANGLEY AFB
1955-00-507-7309 DREDGE		S		1 PER 1 CE SQ MACDILL AFB
2805-00-4046467XK MOTOR OUTBOARD 55 HP		U		3 PER 834 SUP SQ EGLIN AF AUX FLD 9 1 PER 4500 SUP SQ LANGLEY AFB
3920-00-445-5877 TRAILER BOAT MOVING		U		2 PER 834 SUP SQ EGLIN AF AUX FLD 9 1 PER 4500 SUP SQ LANGLEY AFB

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GT302602E

Figure 3-7. TA 006 (extract).

TA 006
ALLOWANCE SUMMARY

STOCK NUMBER	NOMENCLATURE/REF PHRASE	SUB-DIV END-ITEM	BASIS OF ISSUE SUMMARY
7110-00-634-1407	CONTINUED	AB	
			1 PER OSI SCHOOL
			1 PER OSI DEPUTY DIRECTOR OFFICE
			1 PER BASE CONTRACTING SELF-SERVICE STORE
			1 PER BASE MOTOR POOL
7110-00-641-4556	FILING BOX METAL GRAY STENCIL SIZE	AB	AS REQUIRED < PER AFM 12-20 >
	T/T 006AB	BA	
7110-00-641-8533	RACK MAILBAG METAL FOLDING TYPE	E	AS REQUIRED FOR APO/PSC AND AMT BASED ON VOLUME OF MAIL
7110-00-641-8998	R/B 7110-00-267-1966	AA	
7110-00-663-6360	FILING CABINET CAP SIZE 2DR H	AB	AS REQUIRED FOR FILING ACTIVE UNCLASSIFIED MATERIAL < PER AFM 12-20 >
7110-00-687-8930	CREDENZA OFFICE STEEL W/2 RIGHT AND	AB	AS REQUIRED < PER PREFACE PARA 2C >
7110-00710-1924	CABINET TELEPHONE	CA	1
		CB	1 PER OFFICE

37526
GT302602E

Figure 3-8. TA 006 allowance summary (extract).

publication. Each monthly publication of TA 002 replaces the previous month's publication in total. Items, BOIs, and other data changes reflected in TA 002 are official changes to the specified TA.

Basic TAs are republished whenever the volume of changes warrants republication. As new TAs are received in EMS, action is taken to update applicable EAID records to agree with any changes reflected in the new TA. To identify EAID records that require updating, an ASC listing (Q09) is produced and screened against the new TA. This must be accomplished within 30 days after receipt of a new TA.

Exercises (626):

1. Define an authorization.

2. Define an allowance.

3. Which item in an ISG is normally identified in an allowance document?

4. What is a BOI?

5. Whose responsibility is it to ensure that authorizations are validated and tailored to the needs of each organization?

6. What product is an index of allowance source codes (ASCs) and lists miscellaneous ASCs?

7. What product do you use to find which TAs list a particular NSN?

8. What product lists basic allowances of equipment normally required by Air Force activities in the accomplishment of assigned missions, functions, or duties?

9. What product provides monthly changes to TAs?

627. Cite the procedures for preparing and processing equipment requests by the ERAA.

Preparation. Preparation of the AF Form 601 is a responsibility of the property custodian. The custodian has the option of submitting an AF Form 2005 or calling in the request to EMS, where you'll prepare the request. This section discusses the procedures for preparing AF Forms 601 and 2005.

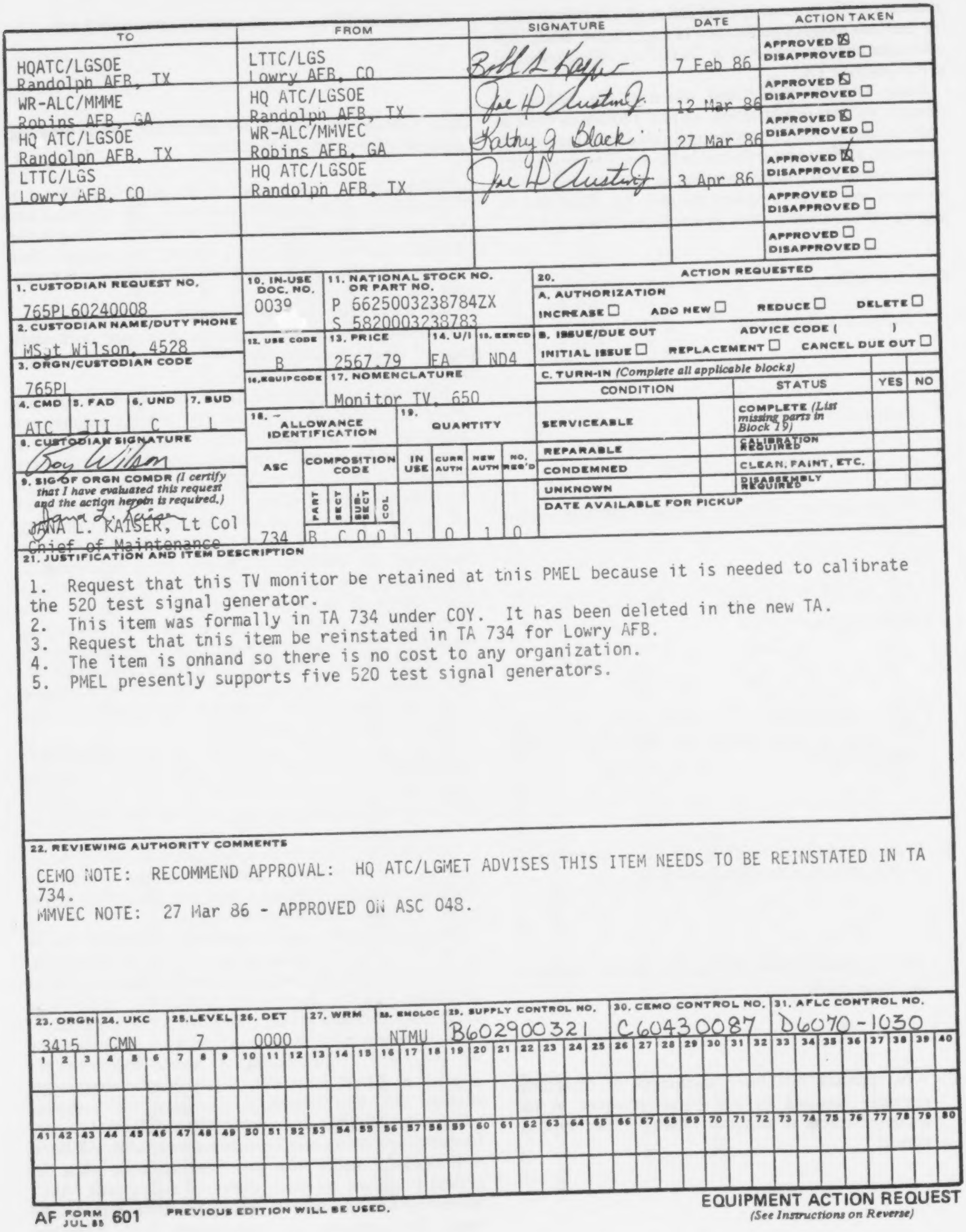
AF Form 601. The AF Form 601 (fig. 3-9) is used to recommend changes to equipment allowance documents and to obtain authorizations for allowances that require higher than base-level approval.

EMS has the authority to approve only those requests which fall within the BOI of a TA. When a requirement exists for an item which is not listed in a TA or for a quantity which exceeds the applicable BOI, the property custodian must prepare an AF Form 601 (blocks 1 through 19) requesting action. In this instance, blocks 20 through 27 of the AF Form 601 are completed by EMS requesting either that an item be added to a TA or that an existing allowance be changed to satisfy local requirements. Requirements for items which have a BOI requiring higher than base-level approval also require this action. After evaluation and approval of an AF Form 601 requesting allowance authorization changes, EMS completes blocks 20 through 27 and submits it to the applicable MAJCOM. Instructions for completing an AF Form 601 for allowance authorization changes is contained in Appendix A, which is included in the back of this volume.

Upon receipt of AF Form 601, MAJCOM or other higher level approving activity provides EMS/CEMO an interim reply of action taken. EMS/CEMO followup action should be initiated when necessary and then only after the lapse of a 30-day period.

Approved or disapproved authorization and/or allowance changes are returned to EMS for further action. All approved changes, both base level and those from higher level, are prepared for S1100/60 processing.

The AF Form 601 may be forwarded to addresses shown in the TO or FROM blocks without a letter of transmittal. The AF Form 601 may be used as a cover sheet for listings or other source documents when the same type authorization change action is required for multiple items. This eliminates transcribing data from another source to the AF Form 601. When listings or source documents are attached to the AF Form 601, ensure that the attachments contain the data elements necessary for complete processing. Multiple items with different Federal Supply Classification (FSC) may be included on a single AF Form 601 requiring higher than base-level approval when the request is against the same allowance source code (ASC) and the background and justification for all the items are the same. Requirements for items which have individual justification or are not project related, or which require stocklisting action are submitted on individual AF Forms



TO	FROM	SIGNATURE	DATE	ACTION TAKEN
HQATC/LGSOE Randolph AFB, TX	LTTC/LGS Lowry AFB, CO	Bobb L Kayser	7 Feb 86	APPROVED ☒ DISAPPROVED ☐
WR-ALC/MMME Robins AFB, GA	HQ ATC/LGSOE Randolpn AFB, TX	Joe D Austin J.	12 Mar 86	APPROVED ☒ DISAPPROVED ☐
HQ ATC/LGSOE Randolpn AFB, TX	WR-ALC/MMVEC Robins AFB, GA	Kathy G Black	27 Mar 86	APPROVED ☒ DISAPPROVED ☐
LTTC/LGS Lowry AFB, CO	HQ ATC/LGSOE Randolpn AFB, TX	Joe D Austin J.	3 Apr 86	APPROVED ☒ DISAPPROVED ☐
				APPROVED ☐ DISAPPROVED ☐
				APPROVED ☐ DISAPPROVED ☐

1. CUSTODIAN REQUEST NO. 765PL60240008

2. CUSTODIAN NAME/DUTY PHONE MSgt Wilson, 4528

3. ORGN/CUSTODIAN CODE 765PL

4. CMD	5. FAD	6. UND	7. BUD
ATC	III	C	L

8. CUSTODIAN SIGNATURE Roy Wilson

9. SIG OF ORGN COMDR *(I certify that I have evaluated this request and the action herein is required.)*
Jana L. Kaiser
JANA L. KAISER, Lt Col
Chief of Maintenance

10. IN-USE DOC. NO. 0039

11. NATIONAL STOCK NO. OR PART NO.
P 6625003238784ZX
S 5820003238783

12. USE CODE	13. PRICE	14. U/I	15. ERRCD
B	2567.79	EA	ND4

16. EQUIP CODE

17. NOMENCLATURE Monitor TV, 650

18. ALLOWANCE IDENTIFICATION					19. QUANTITY			
ASC	COMPOSITION CODE				IN USE	CURR AUTH	NEW AUTH	NO. REQ'D
	PART	SECT	SUB-SECT	COL				
734	B	C	0	0	1	0	1	0

20. ACTION REQUESTED

A. AUTHORIZATION
INCREASE ☐ ADD NEW ☐ REDUCE ☐ DELETE ☐

B. ISSUE/DUE OUT ADVICE CODE ( )
INITIAL ISSUE ☐ REPLACEMENT ☐ CANCEL DUE OUT ☐

C. TURN-IN *(Complete all applicable blocks)*

CONDITION		STATUS	YES	NO
SERVICEABLE		COMPLETE *(List missing parts in Block 19)*		
REPARABLE		CALIBRATION REQUIRED		
CONDEMNED		CLEAN, PAINT, ETC.		
UNKNOWN		DISASSEMBLY REQUIRED		

DATE AVAILABLE FOR PICKUP

21. JUSTIFICATION AND ITEM DESCRIPTION

1. Request that this TV monitor be retained at tnis PMEL because it is needed to calibrate the 520 test signal generator.
2. This item was formally in TA 734 under COY. It has been deleted in the new TA.
3. Request that tnis item be reinstated in TA 734 for Lowry AFB.
4. The item is onhand so there is no cost to any organization.
5. PMEL presently supports five 520 test signal generators.

22. REVIEWING AUTHORITY COMMENTS

CEMO NOTE: RECOMMEND APPROVAL: HQ ATC/LGMET ADVISES THIS ITEM NEEDS TO BE REINSTATED IN TA 734.
MMVEC NOTE: 27 Mar 86 - APPROVED ON ASC 048.

23. ORGN	24. UKC	25. LEVEL	26. DET	27. WRM	28. EMOLOC	29. SUPPLY CONTROL NO.	30. CEMO CONTROL NO.	31. AFLC CONTROL NO.
3415	CMN	7	0000		NTMU	B602900321	C60430087	D6070-1030

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

AF FORM JUL 85 601 PREVIOUS EDITION WILL BE USED.

EQUIPMENT ACTION REQUEST
(See Instructions on Reverse)

Figure 3-9. Sample, AF Form 601.

601. For CEMO directed actions, multiple ASC and FSC items may be included on a single AF Form 601, provided all items have the same level of approval.

AF Form 2005. Property custodians have the option of submitting an AF Form 2005 or telephoning/radioing the data to EMS, who prepares the issue request. Remember, if the item requires higher than wing- or base-level approval, you must use an AF Form 601 to request an equipment item. Refer to Appendix B and figure 3-10 to see how to prepare an AF Form 2005 for nonexpendable items.

Processing. Equipment requests differ from supply requests in that you have to perform several external steps prior to processing equipment requests. In this section, we discuss how you process AF Forms 601 and 2005.

TAs. EMS personnel must use TAs to determine whether custodian requests should be approved or disapproved. The TA used to validate a particular request is cited in block E of the AF Form 2005 (fig. 3-10) or block 16 of the AF Form 601 (fig. 3-9). If the property custodian has failed to enter the ASC, use the MEMI to determine the applicable TA. When validating a request, ensure that the quantity requested does not exceed the allowance in the TA. Then compare the justification on the AF Form 601 to the BOI; they must be compatible. (EXAMPLE: If the BOI states "1 per 5 F–15 aircraft," the justification must indicate that the item is to be used in support of F–15 aircraft.) For requests submitted via AF Form 2005, you can compare the BOI to the organization's configuration data (listing of supported systems or end items).

Equipment Control Register, AF Form 600. The AF Form 600 is used to record all EAID equipment requests. The first action you take upon receipt of AF Forms 601 or 2005 is to log in the request on the AF Form 600.

The control number consists of a constant B, Julian date, and the next unused serial number. The serial number portion of the control number starts at 00001 each calendar year and sequentially progresses in numeric order throughout the year.

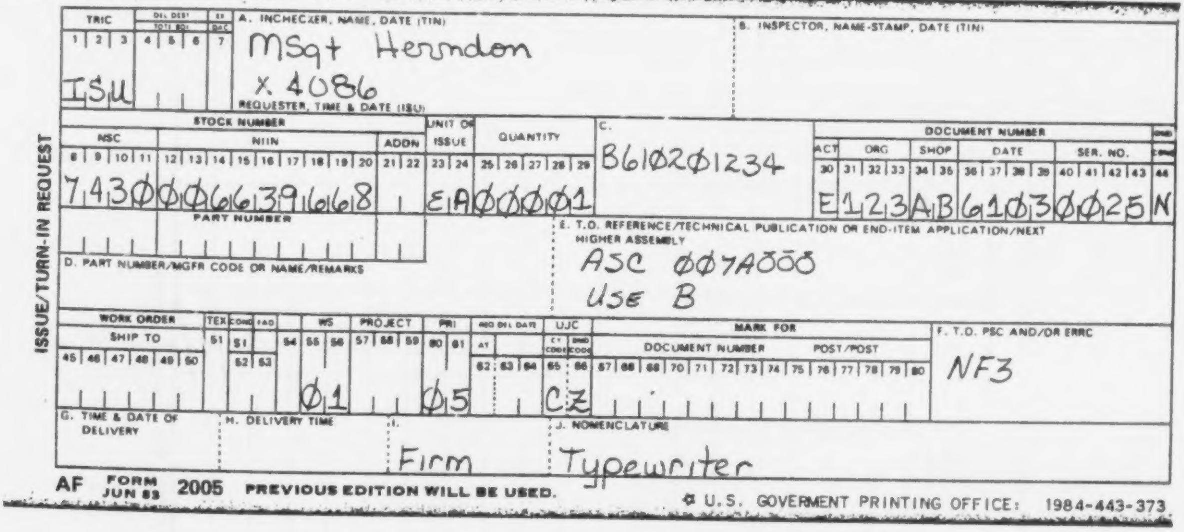
Columnar entries on the control register consist of the control number, detail document number (if assigned), custodian request number, Julian date that the request was received for processing, stock number, nomenclature, type of action, date forwarded, forwarded to, date returned, and completion action. Figure 3-11 shows a sample control register. In studying the line entries on this sample control register, you can see that the register is an effective management tool to record the location and action taken on each request.

AF Form 601. Upon receipt of the AF Form 601, you assign an EMS control number which is taken from the Equipment Control Register. The AF Form 601 is recorded on the AF Form 600 log and a copy of the AF Form 601 is placed in a suspense file.

Screen the AF Form 601 for essential data. If required data is missing, obtain it from the custodian by telephone. If the required data cannot be obtained, disapprove the request. Enter the reason for disapproval and return the AF Form 601 to the custodian.

Send the AF Form 601 to CEMO for approval/disapproval after it has been signed by the COS. Enter the date the request is forwarded to CEMO on the AF Form 600. If the request is disapproved by CEMO, complete the EMS Control Register and return the request to the custodian. If the request is approved by CEMO, complete the EMS Control Register, process the necessary file maintenance inputs (TRIC FCI) to load, change, or delete the authorization; and process required inputs to complete the transaction; that is, issue, due-out/due-in, turn-in, etc. Return a copy of the request to the custodian and file a copy in EMS.

AF Form 2005. Whether the custodian or EMS prepares the AF Form 2005, you process it in the same manner. You



ISSUE/TURN-IN REQUEST

TRIC (1-3): ISU

A. INCHECKER, NAME, DATE (TIN): MSgt Herndon x 4086

REQUESTER, TIME & DATE (ISU)

B. INSPECTOR, NAME-STAMP, DATE (TIN):

STOCK NUMBER — NSC (8-11): 7430 — NIIN (12-20): 006639668 — ADDN (21-22):

UNIT OF ISSUE (23-24): EA

QUANTITY (25-29): 00001

C. B610201234

DOCUMENT NUMBER — ACT (30): E — ORG (31-33): 123 — SHOP (34-35): AB — DATE (36-39): 6103 — SER. NO. (40-43): 0025 — (44): N

PART NUMBER:

D. PART NUMBER/MGFR CODE OR NAME/REMARKS:

E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY: ASC 007A000 Use B

WORK ORDER / SHIP TO (45-50): — TEX (51): — COND (51): — FAD (52-53): — (54): — WS (55-56): 01 — PROJECT (57-59): — PRI (60-61): 05 — REQ DEL DATE / AT (62-64): — UJC CY CODE (65): C — DMD CODE (66): Z

MARK FOR — DOCUMENT NUMBER / POST/POST (67-80):

F. T.O. PSC AND/OR ERRC: NF3

G. TIME & DATE OF DELIVERY:

H. DELIVERY TIME:

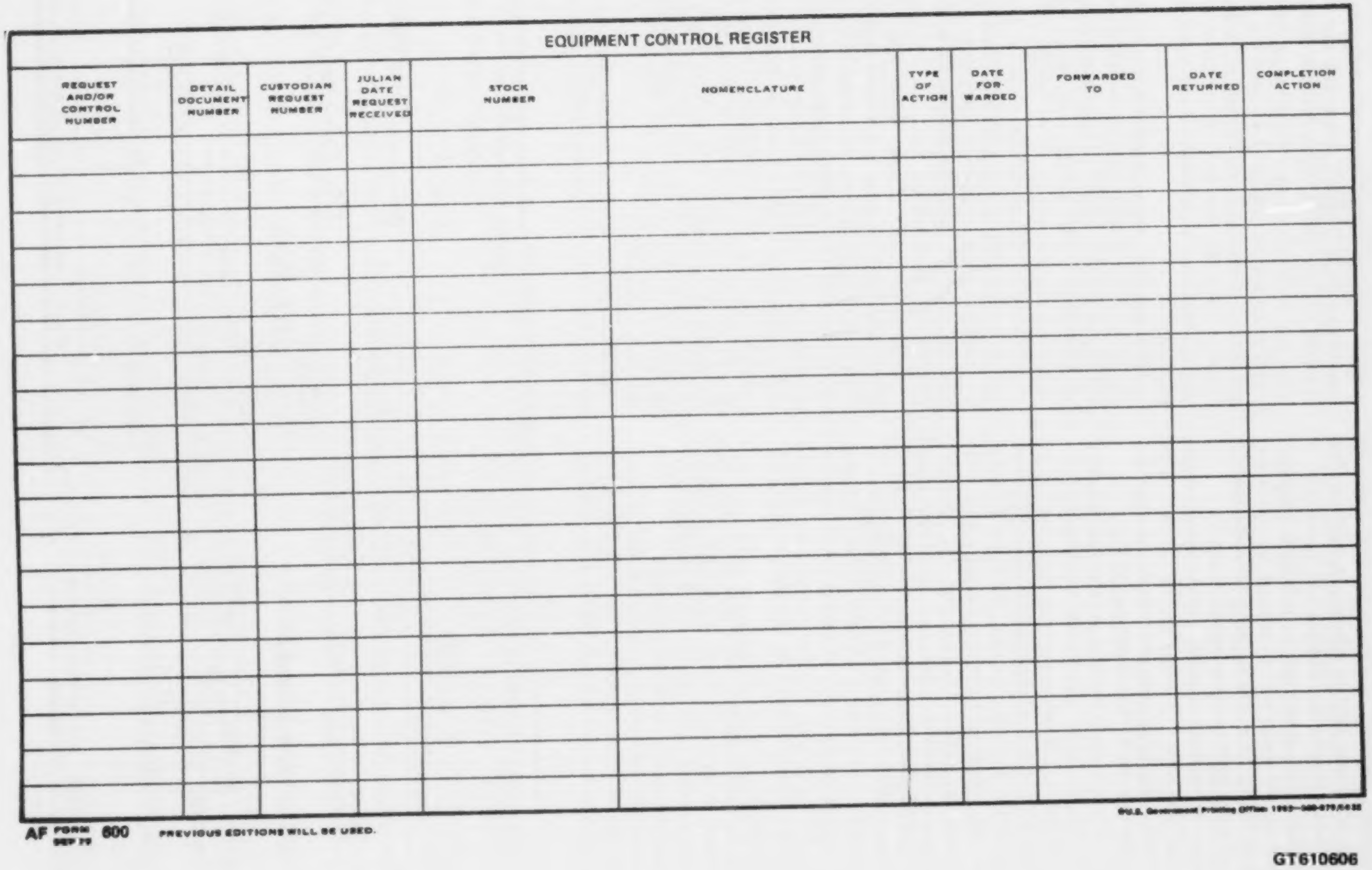
I. Firm

J. NOMENCLATURE: Typewriter

AF FORM JUN 83 2005 PREVIOUS EDITION WILL BE USED.

U.S. GOVERMENT PRINTING OFFICE: 1984-443-373

Figure 3-10. Sample, AF Form 2005.



EQUIPMENT CONTROL REGISTER

REQUEST AND/OR CONTROL NUMBER	DETAIL DOCUMENT NUMBER	CUSTODIAN REQUEST NUMBER	JULIAN DATE REQUEST RECEIVED	STOCK NUMBER	NOMENCLATURE	TYPE OF ACTION	DATE FOR-WARDED	FORWARDED TO	DATE RETURNED	COMPLETION ACTION

AF FORM SEP 79 600 PREVIOUS EDITIONS WILL BE USED.

☆U.S. Government Printing Office: [illegible]

GT610606

Figure 3-11. AF Form 600.

assign an EMS control number (block C) and record the request on the AF Form 600. You don't have to keep a suspense copy of the AF Form 2005.

Ensure that special coordination or approval has been obtained. If not, disapprove the request and return it to the custodian, indicating what action is required. The request doesn't need to be returned if telephone contact with the custodian resolves the problem.

Process the necessary file maintenance inputs (TRIC FCI) to load, change, or delete the authorization and process inputs to complete the transaction; that is, issue, due-out/due-in, turn-in, etc.

Configuration data/resume list. EMS maintains a configuration data or resume file for organizations supported. This file reflects the type, size, number, or capacity of personnel, systems, aircraft, engine, facilities, dining halls, dayrooms, BOQ/VOQ dormitories, etc. The host EMS uses the list provided to review requests for equipment and existing authorizations. Tenant units may use the host command or base format with concurrence of the host command. Updates are provided as major changes occur. This data is validated with the supported organization annually.

AF Forms 2005 are considered to be in alignment with the BOI upon submission. To ensure that the item and BOI are authorized, you use the configuration data to verify what the organization is authorized.

Non-EAID Requests. Requests for non-EAID items are submitted to EMS on AF Form 2005. Non-EAID items are identified by ERRCD NF1 and do not create in-use details. These requests are identified by an activity code of P. The AF Form 2005 is prepared according to Appendix B. These requests are run without having an in-use detail established and create either a firm or memo due-out as applicable.

Exercises (627):

1. What form is prepared to direct changes to equipment allowances/authorizations?

2. Using Appendix A, answer the following:
   a. What does the custodian request number consist of?
   b. What use code identifies items needed for base support?
   c. What does the allowance identification code consist of?

3. Using Appendix B, answer the following:
   a. Where do you enter the EMS control number on the AF Form 2005?
   b. Where do you enter the ASC and use code on the AF Form 2005?
   c. What demand code is used to reflect replacement of a loss to AFEMS?

4. What do you use to determine whether requests should be approved or disapproved?

5. If the equipment request doesn't reflect the ASC, what source tells you what TA to use?

6. On the 6,301 day, you received two equipment requests. Looking at the AF Form 600, you find that the last serial number assigned was 00153. What equipment control numbers do you assign?

7. What input do you process to load an authorization?

8. As an EMS clerk, you receive an AF Form 2005 requesting an equipment item. The BOI states "2 per AIM-4." What source tells you if the requesting organization supports AIM-4s?

9. How are non-EAID items identified?

3-4. Equipment Transactions

As we discussed earlier, equipment is either EAID (reportable) or non-EAID (nonreportable). EAID items require authorized/in-use details and are reported through the USAF equipment data bank (C008). Non-EAID items are not accounted for by Supply once they have been released to the requester and they are not reported through the C008. In this section, we discuss how authorized/in-use details are loaded, changed, or deleted and how equipment is turned in or transferred to another custodian.

628. State the purpose of EAID records and the transactions involved in their maintenance.

EAID Records. EAID authorized/in-use details are maintained by EMS. These details are used to control and account for EAID equipment items from the time of issue to turn-in.

FCI Formats. EMS personnel load, change, and delete authorized/in-use details through the input of TRIC FCI. There are four input formats applicable to the FCI program.

a. FCI format 1 loads, changes, or deletes authorized/in-use details. It also causes the automatic processing of the issue program when loading or changing a prime detail and the sum of the on-hand quantity plus due-outs is less than the authorized quantity.

b. FCI format 2 changes specific data on registered equipment management (REM) details. REM details apply to vehicles.

c. FCI format 3 changes the detail document number.

d. FCI format 4 loads or changes the authorized prime NSN. The prime NSN is the stock number listed in the MEMI or TA which reflects the allowance.

Refer to Appendix C for FCI processing.

Exercises (628):

1. What is the purpose of authorized/in-use details?

2. What TRIC is used to load, change, or delete EAID records?

3. What FCI format do you use to load an authorized/in-use detail?

4. What FCI format do you use to change the authorized prime NSN?

5. Using Appendix C, answer the following:
   a. Authorized/in-use details are identified by what type of detail?
   b. What FCI format is used to consolidate authorized/in-use details?
   c. What activity prepares the FCI creation sheet?

629. Specify the two methods for processing equipment turn-ins and how to process equipment transfers between accounts.

Turn-Ins. There are two methods for processing equipment turn-ins. Option one is referred to as post-post. Using this procedure, the equipment is physically turned in to Supply's receiving section and the documentation is processed after receipt of the property. Option two is the prepost procedure. Using this procedure, the documentation is processed before the physical turn-in of the property. The prepost procedure option should be used whenever possible since it places the turn-in under Document Control procedures.

Post-post. Post-post turn-ins are processed after the property is picked up from the custodian. Once it has been determined that a piece of equipment is no longer required or authorized, action is taken to turn in the property. As an EMS clerk, you process an FCI to reduce or delete the authorization. If the property is to be returned to base stocks, you prepare an AF Form 2005, TRIC TIN, in three copies. You send the three copies of the TIN request to the pickup and delivery section.

Pickup and delivery personnel pick up the property from the custodian, acknowledging receipt by signing copy 2 of the AF Form 2005. This is the custodian's receipt for the property and shows that the authorized/in-use detail has been reduced or deleted as requested. Upon the return of the property to Supply, the TIN request is processed.

Prepost. This type of turn-in is processed in much the same way as the post-post option. The custodian prepares an AF Form 2005 requesting reduction or deletion of the authorization and turn-in action. As with the post-post method, an FCI input is processed to reduce or delete the authorization. However, the turn-in (TRIC TIN) is processed prior to the pickup of the property.

For both of these options, the FCI is processed prior to picking up the property. For items turned in using the post-post method, the TIN is processed after the property is picked up. Using the prepost method, you process the TIN prior to picking up the property.

Equipment Transfers. With the Government demanding that Federal spending be reduced, Air Force resources must be used effectively. Transfer of equipment between property custodians is just one of the means used to ensure effective management of Air Force resources. Transfers allow for continued use of equipment and a reduction of the paperwork that would be required if it were necessary to turn in equipment and reissue it to another account. Also, gaining-organization funds are not spent for equipment received as the result of equipment transfers.

The gaining custodian may request an equipment transfer from another custodian's account via an AF Form 2005, letter, or call-in. The gaining custodian isn't required to show proof of concurrence by the losing custodian. The gaining custodian provides the same data for the transfer (FET) that was provided for the issue (ISU), plus the losing custodian's authorized/in-use detail document number. This number is entered in block E of the AF Form 2005, is included on the letter, or is provided at the time of call-in. The gaining custodian is responsible for transporting the asset being transferred.

The FET input causes the transfer of an equipment item from one authorized/in-use detail record to another with a single input. A single FET input also provides a capability of decreasing the authorized quantity on the losing account and increasing the authorized quantity on the gaining account. This ability to adjust authorized quantities is optional with each input. Refer to Appendix D for FET processing.

The SBSS ADS performs an arithmetic check against the gaining document number to ensure that the quantity on hand (prime and substitute items), quantity due-out, and input FET quantity do not exceed the authorized quantity on the authorized/in-use detail. Replacement due-outs (demand code R), due-out quantities being cancelled in conjunction with the transfer action, and multiple substitutes (item code M) are not included in this arithmetic computation. A management notice is printed when the total in-use quantities, on the prime and substitute details, plus the applicable due-out quantities, is greater than the authorized quantity.

The FET routine produces DD Forms 1348-1, turn-in and issue documents, when there is a difference between the losing and gaining organization and/or custody receipt account codes. The gaining custodian signs the issue document. The turn-in document is either signed by EMS or Pickup and Delivery, depending upon the method transferred. Copy 1 of the issue and turn-in documents are sent to Document Control. Copy 2 of the issue document is given to the gaining custodian, and copy 2 of the turn-in document is given to the losing custodian. Copy 3 of each document stays in EMS if the item is a weapon. For other serial-numbered items, copy 3 goes to Contract Maintenance. Copy 4 of each document is either destroyed or used as locally determined.

To ensure maximum use of the FET program, a SBSS program exists which prevents equipment from being turned-in when due-outs exist within the same interchangeability and substitute (I&S) group. When this occurs, a reject 383 is produced, followed by an inquiry reflecting all due-outs for this stock number. EMS then determines which custodian should receive the property and takes FET action.

Exercises (629):

1. What are the two methods for processing equipment turn-ins?

2. What TRIC is used to transfer equipment from one custodian account to another?

3. Through what means can an equipment custodian request the transfer of an equipment item?

4. Who signs the issue document that is output as the result of an FET processing?

5. What reject is produced when you try to process a turn-in against a NSN that has due-outs?

3-5. EAID Management Reports and Listings

This section deals with the major reports and listings used to manage Air Force equipment. These management products are required by the various echelons of management to equip units, maintain equipment surveillance, establish fiscal year monetary obligations, effect redistribution of assets, and determine budget/buy programs.

630. State the purpose of EAID management reports and listings.

Management Listings. The purpose of EAID management listings is to assist the equipment manager in controlling organizational equipment at base level. The listings assist equipment managers in identifying and correcting out-of-balance conditions, and they help managers determine if equipment authorizations are maintained within prescribed allowances.

EAID management listings are used to maintain surveillance and control of in-use equipment. The cost of equipment is increasing daily. Congress is demanding that all services reduce their spending. These listings play a very important part in determining the minimum Air Force budget. They assist in identifying dollar requirements for specific Air Force organizations. When funds are limited, the listings help identify mission essential equipment for procurement purposes. Figures 3-12 and 3-13 are typical examples of EAID management listings. The ASC listing (Q09) ensures that authorizations are maintained within prescribed allowances. The equipment out-of-balance (Q10) listing is used to correct and maintain records in a balanced condition and to identify excesses. The Q10 also identifies funded shortages for budget estimates. The proper use of the listing in figures 3-12 and 3-13 is important, for it helps you to identify and correct discrepancies or deficiencies in other Air Force units. This greatly reduces

```
17 MAR 86 LOWRY AFB                          ALLOWANCE SOURCE CODE LISTING (Q09/901-28)                    01 3059 6076 6076   PAGE  2

                                                  E  WRM                          B  QTY   QTY   SAI   REM   I  U                 DOCUMENT
STOCK NUMBER         NOMENCLATURE           DOLT  C   CD     UNIT COST       ASC  C AUTH   I/U   IND   EMI   C  C    EMC            NUMBER

6920 00 165 6009CJ   TRAINER,PN ASM69A      5113              $101,725.00  014A000  E    3     2                 P  B     4    E 463 EQ 0147
6920 00 165 6035CJ   TRAINER,PN ASM69A      5287              $169,803.00  014A000  E          1                 S  B     4    E 463 EQ 0147
6920 00 165 6009CJ   TRAINER,PN AGM69A      1034              $101,725.00  014A000  E   14    14                 P  B     4    E 468 YF 0094
6920 00 420 0977     TRNR,REENTRY AE32UTS   1161              $999,999.99  014A000  E    1     1                 P  B     4    E 435 NW 0032
6920 01 112 7664GF   TRAINER,MSL 37U-T24    3234               $72,714.00  014A000  E    4     4                 P  B     4    E 468 EQ 0154
6920 01 112 7664GF   TRAINER,MSL 37U-T24    2328               $72,714.00  014A000  E    7     7                 P  B     4    E 468 YF 0172
6920 01 116 0940GF   TRAINER,MSL 37U-T25    3186               $48,000.00  014A000  E    7     7                 P  B     4    E 468 YF 0171
6920 01 192 6878FG   TRAINER,BOMB B         5297              $999,999.99  014A000  Q    2     2                 P  B     4    E 214 AS 0035

6930 00 075 4227BF   TRAINER,53E090124-1    2039              $365,650.00  014A000  A    1     1                 P  B     4    E 321 ND 0036
6930 00 075 4230BF   TRAINER,53E090112-1    5220               $92,700.00  014A000  A    2     2                 P  B     4    E 320 NC 0004
6930 00 860 5802BF   TRAINER,PN LT-42       6045              $250,000.00  014A000  A    1     1                 P  B     4    E 467 YD 0045
6930 00 860 5805BF   TRAINER,PN LT-39       6054              $216,300.00  014A000  A    3     3                 P  B     4    E 415 FV 0005
6930 00 930 2708BF   TRAINER,PN F-4D        2218               $30,900.00  014A000  A    4     4                 P  B     4    E 419 VB 0058
6930 00 949 4473BF   TRAINER,PN F-4C        3321              $180,250.00  014A000  A    1     1                 P  B     4    E 467 YE 0188
6930 00 993 9917BF   TRAINER,PN F-4D        8143              $500,000.00  014A000  A    1     1                 P  B     4    E 467 YE 0148
6940 00 907 6628     TNR TLMTRC DATA SYS    0178              $235,176.00  014A000  E    2     2                 P  B     4    E 249 BF 0041
6030 00 739 5483BK   TRAINER,651167MAJ      5156              $538,866.00  014A00X  A    2     2                 P  B     4    E 416 FW 0021
6930 00 209 3664BF   TRAINER MULTIPLE SE    1273              $145,009.00  014BATO  A    1     1                 P  B     4    E 255 PS 0117
6930 00 850 5820BF   TNR,PN 535094844-1     6045              $250,000.00  014BATO  A    2     2                 P  B     4    E 467 YD 0044
```

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Figure 3-12. Allowance Source Code Listing (Q09) (extract).

```
16 APRIL 86           EQUIPMENT OUT OF BALANCE LISTING (Q106906-25)        01 3059     6106 6106 PAGE 1
-----------------------------------------------------------------------------------------------------------
                       FEDERAL STOCK GROUP CODE AL                         PLAN       E  QUANTITY
STOCK NUMBER     DOCUMENT        TYPE             USE  ALLOW QTY     QTY    BASE  DOLT M  DUE OUT     DEMAND
                  NUMBER         DETAIL  EC  IC   CODE IDENT  AUTH   INUSE  USE        I  MEMO FIRM   CODE TEX FAC
-----------------------------------------------------------------------------------------------------------
5020 L00043152823  368 FT00000020 IN-USE      P    B    000      0      1          5353
-----------------------------------------------------------------------------------------------------------
UNITS AUTHORIZED    0 UNITS IN USE       1 UNITS DUE OUT MEMO       0 FIRM     0 UNITS EXCESS       1
  EXCESS, ASC 000                                                        BUDGET CODE Z
-----------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------
5895 00 197 9925ZR  377 BC00000068 IN USE     P    A    795BACE  4      0          5352
  5895 00 788 4555ZX 377 BC00000068 IN USE    U    A    795BACE         3          5352
  5895 00 197 9925ZR 377 BC60270068 DUEOUT                                                 0   1   N       2
-----------------------------------------------------------------------------------------------------------
UNITS AUTHORIZED    4 UNITS IN USE       3 UNITS DUE OUT MEMO       0 FIRM      1 UNITS EXCESS      0
  ITEM CODE M CR U. MANUAL REVIEW REQUIRED.                              BUDGET CODE L
-----------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------
5895 00 409 0071ZK  467 MV00000199 IN USE     P    E    0PCZZZZ  1      1          5352  Z
-----------------------------------------------------------------------------------------------------------
UNITS AUTHORIZED    1 UNITS IN USE       1 UNITS DUE OUT MEMO       0 FIRM      0 UNITS EXCESS      1
  EXCESS, ASC 000                                                        BUDGET CODE 9
-----------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------
5995 00 191 6322CS  467 MY00000006 IN-USE     P    B    665QNJA  1      2          5363
-----------------------------------------------------------------------------------------------------------
UNITS AUTHORIZED    1 UNITS IN USE       2 UNITS DUE OUT MEMO       0 FIRM      0 UNITS EXCESS      1
  QUANTITY IN-USE EXCEEDS QUANTITY AUTHORIZED.
-----------------------------------------------------------------------------------------------------------
```

37522
GT302602E

Figure 3-13. Equipment Out-Of-Balance Listing (Q10) (extract).

Air Force expenditures and, at the same time, maintains an efficient operation.

Allowance source code listing (Q09). This list provides EMS with the capability to ensure that equipment authorizations are maintained within prescribed allowances, that units are requesting authorization of minimum quantities of equipment required, and that the ASC indicated is applicable to the using activity. A page of the ASC listing is shown in figure 3-12. It is printed in stock number sequence, within ASC, and is further sequenced by an in-use document number within a stock number. The ASC listing provides EMS with control data, such as the quantity authorized by ASC, quantity on hand (in-use), and the item and use code.

Equipment-out-of-balance listing (Q10). This product identifies out-of-balance conditions as a result of comparing the authorized quantity against the in-use and due-out quantity (fig. 3-13). Replacement due-outs are not counted as due-outs, since there is no method of determining if the in-use quantity includes the old item or if the old item has been turned in.

The Q10/GV906 is processed quarterly and annotated with the corrective action taken or justification for the out-of-balance conditions. You log in the changes on the AF Form 600 and annotate the Q10 with the EMS control number.

Custodian authorization/custody receipt listing (CA/CRL). The primary purpose of the CA/CRL (R14) is to serve as a custody receipt when signed by the custodian. This listing is in document-number sequence within organizational and shop code (fig. 3-14). EMS uses the document register to assign detail document numbers to new authorizations. As document numbers are assigned, the register is updated by manually annotating required information on the register.

USAF Equipment Data Bank (C008). The USAF equipment data bank is maintained at Sacramento ALC. The main objective of the data bank is to have a worldwide file available that is updated daily or as transactions occur. Transactions concerning authorized/in-use, registered equipment management (REM), reparables, and due-in from maintenance (DIFM) details and organization and item records from the SBSS update the C008. In addition, the data bank has ALC/IM asset and procurement data, asset loss history, issues to nonreporting activities, and intransit asset visibility, plus, organization forecast authorization equipment data (OFAED) and dated forecast authorization equipment data (DFAED).

The data bank is updated through the use of daily transactions. The items are tracked from procurement to disposal. Different management and reporting techniques are applied to equipment items based upon item characteristics, mission essentiality, sensitivity, and management needs. The items are coded through a file maintenance input by the data bank management group into the data bank. Subsequently, through an interface with the cataloging data system, the equipment management codes (EMCs) are distributed through the stock number users directory (SNUD).

The S1100/60 programs process initial and/or reconciliation file load tapes (equipment data bank dump (R16/GV817) and daily equipment transaction reporting (D16/GV883) received from bases and other reporting activities within AFLC. The D16 provides the daily reporting of data by producing transaction and overlay report cards from the daily transaction history records when a change occurs in the asset position of an equipment item. The program scans the transaction history area and selects equipment transactions with EMCs 3, 4, or 5 or transaction history records that have an equipment management exception flag (EMEF) R.

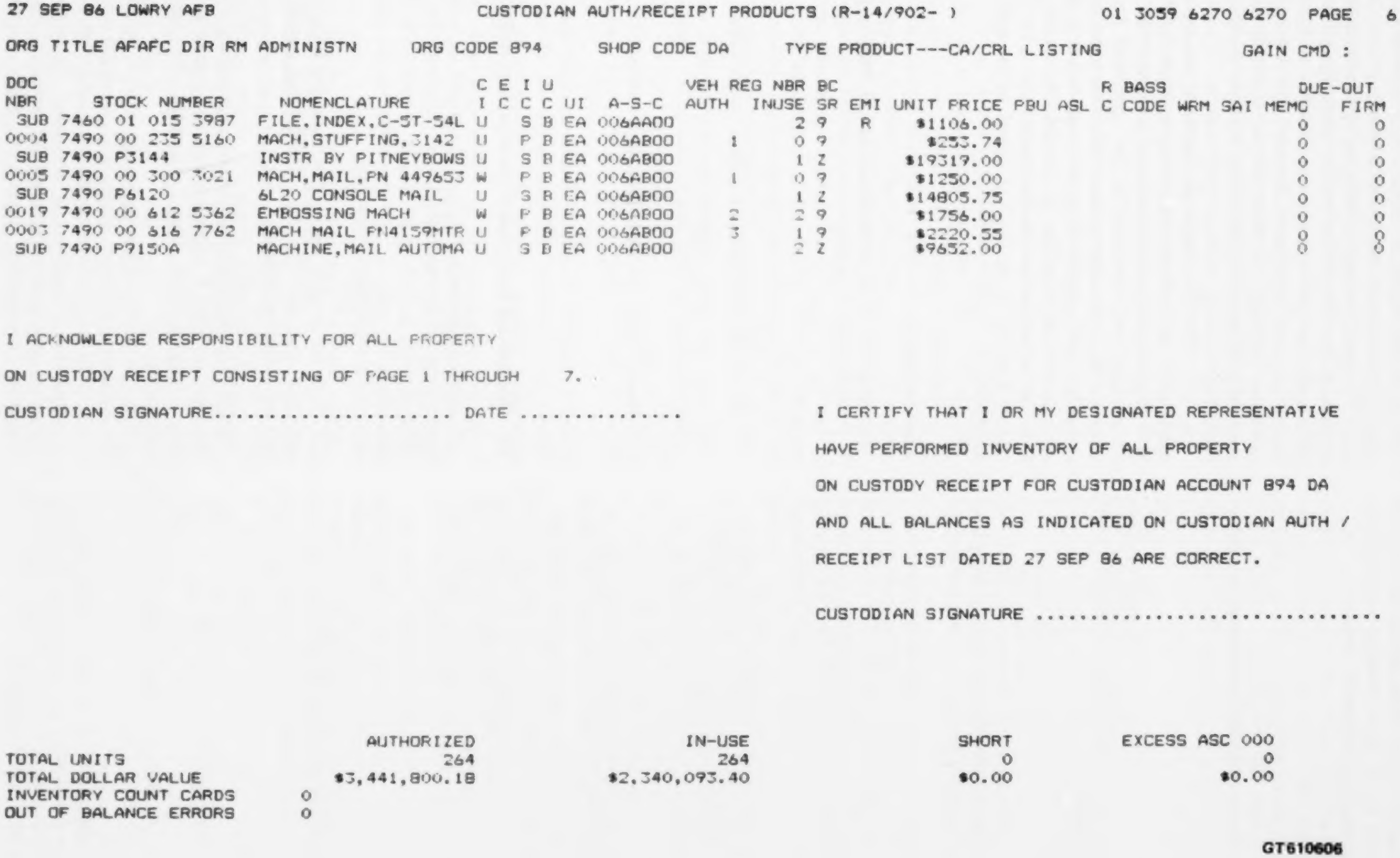
Each daily D16 report includes a transaction control record (XJY) card which shows the date of the last equipment report. The data bank uses that date and the date processed in the XJY card to ensure that all previous reports were received and processed. For this reason, it is essential that the D16 be processed every transaction day. The XJY card includes the information on the total number of report cards submitted that day (cc 8–12), and each XJY card contains sequence number 00001. The XJY is always the last card in each D16 report. The data bank uses this data to verify that all cards are received or to identify which sequence numbers are missing. Bases are notified when incomplete reporting occurs.

Daily equipment transaction reporting (D16). The D16 produces transaction and asset overlay report cards from the daily transaction history records when a change occurs in the asset position of an equipment item. These data are required to provide AFLC item managers with worldwide visibility of tracked equipment assets and assist in the computation of equipment requirements.

The Daily Equipment Transaction Reporting System (RCS: LOG–LO(D)7701) provides Air Force managers at MAJCOM, ALC, AFLC, and HQ USAF with detail visibility of all equipment at a single stock record account and all equipment in the Air Force inventory at the data bank (C008). MAJCOM, AFLC, and HQ USAF use the information to make operational logistics decisions for unit moves and deployments and to determine the readiness posture of Air Force organizations. SBSS data is produced by the D16 and flows through the C008 to the AFLC/ALC where it is used to compute requirements and justify budget and buy needs for new or replacement equipment.

EMS receives the D16 output after each end-of-day (EOD) reports processing. This listing is used in managing the daily report submission and as a research aid in the event errors are identified by the data bank. A copy of the listing is also provided to each satellite supported. Program GV883/D16 produces the required report cards, including the transaction control record (XJY) and intermediate XJY cards. An intermediate transaction control record (XJY) is produced as the first card of each batch of 496 cards and is used by C008 to ensure that all AUTODIN messages are received.

Data bank inquiry cards (DIC XJE) are transmitted to bases from the C008. These are inquiries to the SBSS data base records and are processed online to automatically generate and extract data for forwarding to the USAF Data Bank in D16 reports. No external review of these cards is required prior to processing. The edit code in the XJE card determines the type of data to be extracted.



```
27 SEP 86 LOWRY AFB                         CUSTODIAN AUTH/RECEIPT PRODUCTS (R-14/902- )              01 3059 6270 6270  PAGE   6

ORG TITLE AFAFC DIR RM ADMINISTN     ORG CODE 894     SHOP CODE DA     TYPE PRODUCT---CA/CRL LISTING             GAIN CMD :

DOC                                         C E I U                  VEH REG NBR BC                        R BASS                DUE-OUT
NBR     STOCK NUMBER       NOMENCLATURE     I C C C UI   A-S-C   AUTH   INUSE SR EMI UNIT PRICE PBU ASL C CODE WRM SAI MEMO    FIRM
 SUB 7460 01 015 3987  FILE.INDEX.C-ST-54L U   S B EA 006AA00             2 9   R    $1106.00                            0       0
0004 7490 00 235 5160  MACH.STUFFING.3142  U   P B EA 006AB00      1      0 9         $253.74                            0       0
 SUB 7490 P3144        INSTR BY PITNEYBOWS U   S B EA 006AB00             1 Z       $19319.00                            0       0
0005 7490 00 300 3021  MACH.MAIL.PN 449653 W   P B EA 006AB00      1      0 9        $1250.00                            0       0
 SUB 7490 P6120        6L20 CONSOLE MAIL   U   S B EA 006AB00             1 Z       $14805.75                            0       0
0019 7490 00 612 5362  EMBOSSING MACH      W   P B EA 006AB00      2      2 9        $1756.00                            0       0
0003 7490 00 616 7762  MACH MAIL PN4159MTR U   P B EA 006AB00      3      1 9        $2220.55                            0       0
 SUB 7490 P9150A       MACHINE.MAIL AUTOMA U   S B EA 006AB00             2 Z        $9652.00                            0       0


I ACKNOWLEDGE RESPONSIBILITY FOR ALL PROPERTY

ON CUSTODY RECEIPT CONSISTING OF PAGE 1 THROUGH    7.

CUSTODIAN SIGNATURE...................... DATE ...............      I CERTIFY THAT I OR MY DESIGNATED REPRESENTATIVE

                                                                    HAVE PERFORMED INVENTORY OF ALL PROPERTY

                                                                    ON CUSTODY RECEIPT FOR CUSTODIAN ACCOUNT 894 DA

                                                                    AND ALL BALANCES AS INDICATED ON CUSTODIAN AUTH /

                                                                    RECEIPT LIST DATED 27 SEP 86 ARE CORRECT.

                                                                    CUSTODIAN SIGNATURE ...............................



                                  AUTHORIZED                     IN-USE                   SHORT          EXCESS ASC 000
TOTAL UNITS                              264                        264                       0                       0
TOTAL DOLLAR VALUE             $3,441,800.18              $2,340,093.40                   $0.00                   $0.00
INVENTORY COUNT CARDS      0
OUT OF BALANCE ERRORS      0
```

GT610606

Figure 3-14. CA/CRL (R14) (extract).

EMS keeps a complete copy of the D16 for the computer support base (CSB) for 90 days. Satellite accounts also maintain their portion of the D16 for 90 days.

Exercises (630):

1. What is the purpose of EAID management listings?

2. What listing provides you with the capability to ensure that equipment authorizations are maintained within prescribed allowances?

3. What is identified by the Q10 as a result of comparing the authorized quantity against the in-use and due-out quantities?

4. What is the primary purpose of the CA/CRL?

5. What is the main objective of the USAF equipment data bank?

6. How is the data bank updated?

7. What report provides AF managers with detail visibility of all equipment at a single stock record account and all equipment in the AF inventory at the data bank?

8. How long is the D16 maintained by EMS?

631. Identify the external files kept by EMS.

External Files. The primary reason for establishing and maintaining files is to provide some form of reference to be used at a later date.

AF Form 601 file. This file is broken down into two categories: approved and suspense. Suspensed AF Forms 601 are filed in EMS control number sequence. Approved AF Forms 601 are filed in ASC sequence.

CA/CRL jacket files. A CA/CRL must be maintained on file in EMS for each equipment account on base. These CA/CRLs are signed and dated by the applicable custodian and placed in a CA/CRL jacket file. Normally, a CA/CRL jacket file consists of a current CA/CRL and a letter appointing a primary and alternate custodian to that particular account. If there is an approved waiver appointing the custodian, the waiver is filed in the CA/CRL jacket file.

A new CA/CRL may be produced whenever a requirement exists for one by processing report select code R14. However, at least once each year a new CA/CRL must be produced and forwarded to the applicable property custodian for review and signature. When the new CA/CRL is returned to EMS with an updated signature and date, it replaces the old CA/CRL in the CA/CRL jacket file. CA/CRL jacket files are verified quarterly to ensure that a current CA/CRL is on file and signed by the appointed custodian.

Exercises (631):

1. What are the two categories of the AF Form 601 file? What is their sequence?

2. What does a CA/CRL jacket file normally consist of?

3. How often are CA/CRL jacket files verified?

3-6. Registered Equipment Management (REM)

Registered equipment has been designated for selective management by Headquarters USAF. Whenever the term REM is used, it pertains to vehicle management. REM procedures are used to provide additional management controls and the required reporting.

632. State the procedures used in managing REM items and the responsibility for maintaining worldwide inventory data on vehicles.

REM Procedures. Due to the task of procuring vehicles and their importance to the mission and operations of a base, vehicles have been designated for selective management.

When the Air Force was developing AFEMS, it realized that registered equipment, as selectively managed materiel, would not fit exactly into the system devised for other items of equipment. Therefore, it developed the registered equipment management program for vehicles. Normal equipment management procedures apply insofar as possible in managing vehicles. REM procedures provide additional management controls and the required reporting. Before we discuss management responsibilities in the REM system, let's consider vehicles and how they are registered.

Would you classify a "ditching machine, construction type" and a "road rooter" as vehicles? You might have some difficulty in deciding whether or not these two pieces of equipment are truly vehicles although you wouldn't have any trouble in classifying a sedan, pickup truck, road grader, or station wagon as a vehicle.

Only vehicles registered in accordance with AFM 77-310, Volume 1, *Acquisition Management, and Use of Motor Vehicles,* and TO 36A-1-13014, *Vehicle Management Index File,* are designated as REM items. These items are centrally procured and assigned budget code V and accountability is maintained on REM vehicles only details. Rental vehicles are not included in the REM program.

Vehicles are of two basic designs: (1) commercial-design type and (2) military-design type. The term "commercial-design type" is applied to a vehicle designed by a manufacturer as a production model for commercial sale and usage. It is built to the manufacturer's specifications and purchased by the Air Force without major changes. This term also includes commercial-type multiwheel drive vehicles. The term "military-design type" is applied to motor vehicles designed in accordance with specifications of the military departments to meet field requirements for direct support of combat or tactical operations or to train troops for such operations.

Basic Application and Design. There are four basic applications within each design type: (1) general-purpose vehicle, (2) special-purpose vehicle, (3) construction or base maintenance equipment, and (4) materiels-handling equipment. Let's discuss the purpose of each of these vehicles.

General-purpose vehicle. A general-purpose vehicle is designed for moving personnel or materiel or for towing trailers or semitrailers. It satisfies general automotive transport needs.

Special-purpose vehicle. A special-purpose vehicle is designed for a specialized requirement. It includes specially designed items specified from time to time by the military departments such as aircraft towing tractors and firetrucks.

Construction or base maintenance equipment. Construction or base maintenance equipment is the term applied to vehicles that are designated for repair, utility, maintenance, and construction operations.

Materiels-handling equipment. Materiels-handling equipment is the term applied to self-propelled items such as gasoline-, diesel-, or electric-powered forklifts and trucks and similarly powered warehouse towing tractors that can be used to handle materiel; gasoline- or electric-powered platform lift trucks and wheeled warehouse cranes; straddle trucks; and pallet-type, electric-powered transporters. (This term does not include warehouse platform trucks, hand-powered stock selection trucks, or similar hand-powered items.)

The vehicle inventory data control depot maintains worldwide inventory data on vehicles and assigns numbers to identify the design type, basic application, model year of manufacture, and sequence number of each vehicle in the supply system.

The complete sequence number consists of an identification group (two digits and a letter) and a sequence number of one or more digits. The first two digits of the identification group identify the model year of manufacture of the vehicle; e.g., 85 for 1985 models and 86 for 1986 models. The letter identifies the design and basic application of the vehicle:

Letter	*Design and Application*
B	Commercial, general purpose.
C	Commercial, special purpose.
D	Commercial, construction or base maintenance.
E	Commercial, materiels-handling equipment.
K	Military, general purpose.
I	Military, special purpose.
M	Military, construction or base maintenance.
N	Military, materiels-handling equipment.

The sequence number starts with number 1 within each identification group. Numbers are assigned in numerical sequence to each vehicle in the group. For example, USAF registration number 86C49 identifies a vehicle as follows: a 1986 model (86); of commercial design, special-purpose application (C); and as the 49th vehicle in this identification group.

A new USAF registration number is assigned when the vehicle:

a. Does not have a registration number.

b. Does not have a registration number that meets the requirements of a USAF registration number.

c. Is locally manufactured and has a valid stock number.

d. Is received from another Federal agency or department without a USAF registration number.

Requests for registration numbers are submitted to the item manager (IM) by a letter of transmittal to which is attached a listing (in duplicate) in the following format:

a. Stock number.

b. Description.

c. Year model.

In most instances, vehicles have their registration number when they arrive at a base. Occasionally, however, vehicles are redistributed from other Federal agencies or a piece of equipment which is locally manufactured meets the definition of a vehicle and which may be stock numbered. In such instances, EMS makes certain that a number is requested for the vehicle.

Within the Department of Defense (DOD), most types of vehicles are procured, stored, and distributed by the Defense Logistics Agency (DLA) and Army agencies. To control its vehicles, the Air Force has centralized its vehicles' responsibilities by designating an AFLC IM who heads the vehicle distribution. At present, this IM is located at Warner Robins ALC, Georgia. Annually, the IM furnishes each CEMO with an inventory manager vehicle allocation and distribution list which is based on approved procurement plans or on the availability of other anticipated assets.

As part of this control over vehicles, the IM coordinating with MAJCOMs establishes vehicle ceilings that represent the maximum number of vehicles, by specific type, which may be authorized on equipment authorization inventory data (EAID) records of the MAJCOMs. Each MAJCOM controls authorizations within these command ceilings. Any requests (AF Forms 601) received by the commands that would result in authorizations greater than the command ceiling require a request for adjustment to the command ceiling. The IM makes all adjustments and changes to command ceilings.

The IM keeps the various CEMOs advised of vehicles that are available or that are to become available for their command on the basis of approved procurement plans or other anticipated asset availability. This advice is furnished by correspondence as funds or asset availability become known. The CEMO then advises the IM of the desired distribution by base and organization identity when shipping instructions are requested by the IM. The IM ships vehicles as they become available.

Exercises (632):

1. What sources are used to determine REM items?

2. Who has the responsibility for maintaining worldwide inventory data on vehicles?

3. Within the DOD, who procures, stores, and distributes most types of vehicles?

4. Explain the breakdown of vehicle registration number 86B62.

5. Who makes all adjustments and changes to command ceilings for vehicles?

6. What do vehicle ceilings represent?

633. Specify the procedures for authorizing, accounting for, and reconciling vehicle data.

Vehicle Authorizations. With few exceptions, all vehicles on a base are on a custodian account assigned to the transportation organization. The transportation organization controls and operates vehicles authorized for base support use; e.g., shuttle buses, base taxis, and wreckers. Vehicles authorized for a specific organization or function are maintained by the Motor Pool, but they are also controlled and operated by the transportation organization.

The procedures for authorization allowance changes involving vehicles are slightly different from those for other equipment. Organizations requiring new or additional vehicle authorizations submit their requests to the transportation operations function on AF Form 601. The AF Form 601 should include complete justification for the requested action, all supporting facts and data, and the applicable allowance source code for the request. These requests are then presented to the vehicle authorization utilization board (VAUB) which meets periodically and reviews all requests for new or additional vehicle authorizations. If the board decides that a request is valid and that further action is required, it recommends base-level approval.

Vehicle authorizations cannot be approved at base level; therefore, each request requires the preparation and submission of an AF Form 601 and AF Form 1374, Justification for Vehicle Dispatch, to CEMO. Requests that require allowance document changes or that exceed the command ceiling for a particular type of vehicle are forwarded to the IM by the CEMO. Disapproved requests are returned to EMS. When an approved request for a vehicle is received, an authorized/in-use detail is loaded. This is done by processing an FCI format number 1.

Vehicles are not requisitioned through normal MILSTRIP procedures. Instead, the IM advises each CEMO of command vehicle allocations based on approved procurement plans and other asset availability. The IM provides this data via written correspondence as funding status and asset availability become firm. Upon request from the IM, CEMO provides shipping instructions indicating the desired distribution by base and organization.

Distribution of vehicles within the command is the responsibility of the CEMO. When a vehicle arrives on base, the REM monitor first processes a special requisition (SPR) to load the due-in detail. The monitor then processes a receipt (REC), followed by a post-post ISU. Vehicle issues are processed in quantities of one each. Input of the issue creates the REM vehicles only detail, reflecting the appropriate registration number, in-use or in-place status code, replacement code, and the warranty date if applicable. Receipt and issue of a vehicle must be processed within 1 workday. This is necessary to clear vehicle intransit records and establish EAID accountability and reporting. Initially, vehicles are processed through the vehicle maintenance operations activity for an initial inspection in accordance with TO 00–20B-5. Vehicles do not have to be physically moved through Supply during the receipt or issue process.

REM assets are transferred from one custody receipt to another by processing an FET. Only in-use or in-place status codes may be input on FET inputs. REM vehicles only details are loaded by the issue program and deleted by the turn-in program. These details cannot be loaded by FCI inputs. When it is necessary to change a vehicle registration number, you process a turn-in (under the old registration number) and an issue with the new registration number.

Vehicle Data Reconciliation. At bases operating under the Vehicle Integrated Management System (VIMS), the COS ensures that REM cards and listings are produced each month. REM cards are produced between the fifth and tenth of each month and are sent to the base transportation records and analysis branch for input to the VIMS ADS. Oversea bases may process these cards on the first workday of each month.

The VIMS ADS compares the vehicle registration number, NSN, and replacement code in each card to internal file data. FCI format number 2 cards are output for replacement code variances. Differences between registration numbers, NSNs, etc., are identified on the REMS reconciliation listing which is produced by the VIMS ADS. The FCI cards and reconciliation listing are returned to the REM monitor in EMS. Any variances/differences noted on the reconciliation list, other than FCI format number 2 cards, are verified prior to processing the change.

At bases not operating under VIMS, local procedures are established to ensure that vehicle status and replacement codes and other data are kept in a current status.

Exercises (633):

1. Who normally maintains custodian responsibility for vehicles assigned for base support?

2. Your organization has recently added two new functions and requires an additional pickup truck. How do you request a new authorization?

3. What input establishes an authorized/in-use detail for approved vehicle requests?

4. Who determines which bases within a command are to receive allocated vehicles?

5. Within what time frame must the receipt and issue of a vehicle be processed?

6. How are REM vehicles only details loaded and deleted?

7. How often is vehicle data loaded in the S1100/60 reconciled with Transportation for bases operating under VIMS?

3-7. Joint Use Assets

The term "joint" use refers to equipment that can be used to meet both an existing organization's mission and a wartime additive mission requirement.

634. Cite how joint use assets are identified and selected.

Selection. The using MAJCOM, in conjunction with HQ AFLC, is responsible for determining and developing war reserve materiel (WRM) requirements to effectively support wartime additive missions. MAJCOMs, through the continuous review of requirements to support USAF war plans, ensure that WRM needs are factual and realistic.

Upon determination of a requirement for WRM equipment to support programmed commitments, the using MAJCOM develops an authorization listing (RCS: HAF-LEY(SA)8245 Part I) for those items required to be positioned to support the program. This authorization listing is sent through the storing CEMO to EMS.

Upon receipt of the listing, the storing EMS, in conjunction with the base WRM officer and the functional area concerned, conducts a detailed survey to determine those items and quantities of base assets which may be applied as joint use (JU). Only items of base support equipment not fully committed to other wartime missions can be considered for JU application.

Authorization. Joint use assets are maintained on authorized/in-use details and are identified by a use code C. EMS conducts periodic and systematic reviews to ensure the validity of JU applications. When an authorization for a support item that is designated as JU is deleted or reduced to a level where JU application is not practical, you take action to change the use code to either B (base support) or D (WRM), provided the requirement still exists.

Exercises (634):

1. Who is responsible for determining and developing WRM requirements to effectively support wartime additive missions?

2. What identifies items that are required to be in position to support programmed commitments?

3. What type of items can be considered for joint use application?

4. What use code identifies a joint use asset?

3-8. SPRAM Assets

In Volume 3 of this CDC, we discussed the different demand codes that can be used on an issue request. We discussed demand code I, initial issue, and how it is used to satisfy an initial shortage or later loss to an originally installed item. If you recall, DIFM control isn't established and organizations don't have to turn in a like item. Before special purpose recoverables authorized maintenance (SPRAM) procedures were developed, there was no accountability of items issued initial issue. With the reduction of extra assets in the supply system, there were bases who had airplanes grounded for a part that was a spare at another base. But because these spares weren't on any type of detail, they weren't known about. SPRAM has changed all of that. Now, these spare assets are on a SPRAM detail and are included on the asset report that IMs use to satisfy shortages. In this section, we discuss the different types of SPRAM assets and how these items are accounted for.

635. Identify the types of SPRAM assets and state how assets are accounted for.

Types of SPRAM Assets. SPRAM assets are issued to Maintenance for performance of a variety of functions. SPRAM are XD/XF items that are managed as in-use assets and are accounted for on type K details. These assets can be used for deployments, transfers, intercustodial transfers, and to satisfy MICAP requirements. The SPRAM program, within the SBSS, is managed by EMS.

Serviceable XD/XF assets not accounted for on another detail (i.e., DIFM, supply point, etc.) are accounted for on SPRAM details. SPRAM assets consist of fault isolation spares, shop standard spares, training spares, –21 technical order (TO) spares (alternate mission equipment), test station spares, and stand alone spares.

Fault isolation spares. These are XD/XF assets used to detect or isolate a fault or a problem in online equipment such as aircraft, missiles, or communications systems, test sets, etc. (EXAMPLE: use of a printed circuit board to isolate a like circuit board which is inoperative. SPRAM flag F identifies this type of SPRAM.)

Shop standard spares. These XD/XF assets are established as an authorized or recognized measure that are used to determine the accuracy of various measurements in other assets. (EXAMPLE: Shop standard spares are sealed components such as a gyro, an aircraft instrument, or indicator, etc. Shop standard spares differ from fault isolation spares in that they are used as a noninstalled auxiliary component of test equipment. They are identified by SPRAM flag S.)

Training spares. These XD/XF assets are used within approved ATC training courses and are identified by SPRAM flag T. These assets are used to conduct formal instruction on the repair and maintenance of the item. Training spares are only authorized in support of training courses as outlined in AFR 50–5, special ATC courses as established by appropriate authorities, and mobile training sets (MTS), including those listed in the MTS supplement to the special training equipment program (STEP). Training spares are restricted for ATC use only. Training spares cannot be installed in online operational systems (i.e., aircraft, missile, communications, etc.) without prior maintenance repair action.

Stand alone spares. These are XD/XF assets used in place of test, measurement, and diagnostic equipment (TMDE) to accomplish calibration, alignment, and/or repair of an item, and are also used as an active spare in support of a particular end item system. (EXAMPLE: a digital controller that is used to calibrate a C–141A aircraft altitude heading reference system (AHRS) transmitter and is also used as an active spare to support the C–130H aircraft compass system. The digital controller is used in place of a synchro readout device (TMDE) when calibrating the C–141A aircraft AHRS transmitter. Normally, this application is used when TMDE is nonexistent or too costly to obtain. SPRAM flag A is assigned.)

Test station spares. These XD/XF assets are located with but are not a component part of the basic set as listed in the applicable illustrated parts breakdown (IPB) of the TO. (EXAMPLE: tester replacement unit (TRU) used to repair the test station. SPRAM flag B identifies these assets.)

–21 technical order assets. These XD/XF assets are identified in the applicable –21 TO for a particular aircraft or missile, mission design, and series. SPRAM flag D identifies these assets.

All others. These assets include any expendable recoverable spare used by Maintenance for the test, repair, or evaluation of operational systems not otherwise identified. SPRAM flag Z is used for these assets.

Issue/Turn-in. Requests for the issue or turn-in of SPRAM assets may be submitted by AF Form 2005, letter, radio, telephone, etc. Regardless of the method used, the request must contain the document authorizing the SPRAM asset, (i.e., TO, letter, message, manual, etc.). Since the authorizing document identifies the requirement and is loaded to the SPRAM detail, further approval is not needed. The submission request may be destroyed when the SPRAM detail load, change, or delete is processed (TRIC 1XA).

Issues to SPRAM details are processed with activity code D and demand code I for initial/new requirements and R for replacements. Organizations pay for base-funded items at the time of issue or due-out release action.

Inventory. SPRAM assets are inventoried upon a change of custodians or when directed/requested by the organization commander, staff agency director, or higher authority. Custodians initiate the inventory by contacting EMS. The custodian receives a SPRAM report list (R25), conducts the inventory, and returns a signed copy of the R25 to EMS.

The R25 is prepared in at least three copies. Copies 1 and 2 are provided to the custodian. Copy 3 is held in suspense by EMS until completion of the inventory. After the inventory is completed, copy 1 is signed by the custodian and returned to EMS. Copy 2 is kept by the custodian. The suspense copy may be destroyed or given to the custodian if desired.

SPRAM Report List (R25). The R25 provides a listing of all items authorized, onhand, and due-out, as well as summary data as it applies to shortages and excesses. It also serves as a custody receipt when signed by the custodian (fig. 3-15).

Exercises (635):

1. Match the use in column A with the type of SPRAM asset in column B. Choices may be used once or not at all.

Column A

______(1) Used to conduct formal instruction on the repair and maintenance of an item.

______(2) Are identified in the applicable -21 TO for a particular aircraft.

______(3) Used to detect or isolate a fault in online equipment.

______(4) Are located with, but are not component parts of, the basic set, as listed in the IPB.

______(5) Used in place of TMDE to perform calibration of an item.

______(6) Used to determine the accuracy of various measurements in other assets.

Column B

a. Fault isolation spare.
b. Shop standard spare.
c. Training spare.
d. Stand alone spare.
e. Test station spare.
f. -21 technical order asset.
g. All others.

2. SPRAM items are identified by what ERRCDs?

3. How are SPRAM assets requested for issue?

4. What TRIC is used to load, change, or delete SPRAM details?

5. What product is used to inventory SPRAM assets and serves as a custody receipt when signed by the custodian?

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17 OCT 86 LOWRY AFB             SPRAM REPORT LIST  R25/893-06 ORG 258 SH AA                  01 0059 6290 6290   PAGE  1
                                                    AUTHORIZED                     QUANTITY          UNIT I B C D           T
NR    STOCK NUMBER    UI   NOMENCLATURE       ERRC   DOCUMENT CODE  SRD DOLT DEST AUTH    O/H           PRICE X C I I ORG/SH    C
0001 5895000894522    EA   RCVR 113590-1       XD2    TUABR32635    WRK 5081 5081   2       2       $3,914.00   S U   258AA     T
0002 5895009470855    EA   CONTROL C6717APX    XF3    TUABR32635    TXW 5061 5061   1       1       $1,236.43   1 U   258AA     T
0003 5895008100136    EA   SYNCHRO SN416AAP    XD2    TUABR32635    TXW 5081 5081   1       1       $8,236.91   S U   258AA     T
0004 5895008100189    EA   AAT 119415          XD2    TUABR32635    WZ3 5133 5133   1       1      $15,221.00   S U   258AA     T
0005 6610010868117BJ  EA   CMPIR 1903633 6     XD2    TUABR32635    WCW 6081 6081   1       1     $163,000.00   S U   258AA     T
0007 6610009923096    EA   INDICATOR HORIZO    XD2    TUABR32635    TXW 5227 5081   2       2       $7,428.36   S U   258AA     T
0008 5826010121909    EA   CONTROL,622-0748    XD2    TUABR32635    TXW 5081 5081   2       2         $909.49   S U   258AA     T
0009 5826010124864    EA   ADAPTERMX-0577/A    XD2    TUABR32635    WZ0 5081 5081   2       2       $1,988.93   S U   258AA     T
0010 5826010121938    EA   RCVR622-0507-001    XD2    CA 1721047    WZC 6133 6091   2       2      $11,864.57   S U   258AA     T
     D/O DTL - QTY - 00001   D/C - I   UJC - BV   R/I - FLZ
*SHORTAGE*    AUTH       2   ON HAND       1    SHORT      1   EXCESS     0
0012 5785004815009CX EA   CONTROL,ANTENNA1    XD2    TUABR32635    TXW 5253 5081   1       1       $2,518.00   S U   258AA     T

I ACKNOWLEDGE RESPONSIBLITY FOR ALL PROPERTY                    I CERTIFY THAT I OR MY DESIGNATED REPRESENTATIVE HAVE
IN SPRAM LISTING CONSISTING OF PAGE 1 THROUGH 1                 PERFORMED JOINT INVENTORY FOR.ORGANIZATION 258 / AA AND
                                                                ALL BALANCES AS INDICATED ON THE SPRAM REPORT DATED 17
                                                                OCT 86 ARE CORRECT.

CUSTODIAN SIGNATURE            DATE                             SUPPLY REPRESENTATIVE                         DATE
                                                     SHOP TOTALS


TYPE          **AUTHORIZED**             **ON HAND**                ** EXCESS **                ** SHORTAGE **
SPRAM    L/I UNITS DOLLAR VALUE    L/I UNITS DOLLAR VALUE     L/I UNITS DOLLAR VALUE     L/I  UNITS  DOLLAR VALUE
  A       0    0     0               0    0      0              0    0     0              0    0       0
  B       0    0     0               0    0      0              0    0     0              0    0       0
  D       0    0     0               0    0      0              0    0     0              0    0       0
  F       0    0     0               0    0      0              0    0     0              0    0       0
  S       0    0     0               0    0      0              0    0     0              0    0       0
  T      23   35   $444,276         22   32   $390,503          0    0     0              2    3     $53,774
  Z       0    0     0               0    0      0              0    0     0              0    0       0
TOTAL    23   35   $444,276         22   32   $390,503          0    0     0              2    3     $53,774
```

GT610606

Figure 3-15. SPRAM Report List (R25) (extract).

CHAPTER 4

Retail Sales

THE AIR FORCE supply system has several methods of furnishing supplies and equipment to the activities supported. Some of the methods already discussed were the demand processing unit, bench stock support section, and the supply point. In this chapter, yet another method is discussed—that of retail outlets which include the base service store (BSS) and the individual equipment unit (IEU).

4-1. Base Service Store (BSS)

The base service store operates much like a local general store. Items stocked in the BSS consist of office and janitorial supplies and certain tools. This section deals with the issue, turn-in, and the receipt and due-out release of BSS items.

636. State what and how items are issued and turned in to the base service store and how receipts and due-out releases are processed for these items.

Line Item Accounting. All items in the base service store are accounted for on a line item accounting basis. Issue exception (IEX) code K is assigned to the item records of all items sold through the BSS. The BSS issues items on a post-post basis by the use of a computer run issue card (TRIC–ISU) located with the property.

All items stored in areas that are directly accessible by customers are premarked with at least the last four numbers of the NSN where feasible. This permits verification during customer checkout of the items purchased.

BSS Issue Procedures. As shoppers select BSS items, they pull a corresponding issue card (fig. 4-1) and enter the quantity selected. When shopping is completed, the customer signs each ISU card. The ISU card is imprinted with the customer's identaplate.

Prior to the customer's departure, you verify the NSN, unit of issue, and customer's signature. You also verify that the identaplate data are legible. Any illegible data is entered manually in the applicable card columns of the AF Form 1998, ISU card.

After the customer's departure, you stamp DOCUMENT CONTROL on each AF Form 1998. You enter the document number (activity code K, Julian date, and serial number). Each base designates specific blocks of serial numbers to be used in the BSS. At the end of each day, BSS notifies Document Control of the serial numbers used for issues that day. This control procedure identifies issue cards that may become lost or misplaced between the retail outlet and Document Control. Issues and due-outs have separate blocks of serial numbers.

Issue transactions may be processed through a terminal or the RPS card reader. Local procedures should be developed to control the transfer of the issue card between the BSS, computer operations, and document control sections. The issue card is processed, using one of the following two options:

Option 1. The PCAM unit creates a duplicate issue card, keypunching the handwritten data into the duplicate issue card. The original issue card is forwarded to the document control section. The duplicate issue card is forwarded to the ADPE unit for S1100/60 processing.

Option 2. The PCAM unit punches the handwritten data onto the original issue card and forwards the card to the ADPE unit for S1100/60 processing. The ADPE unit inputs the issue card, captures it after SBSS processing, and forwards it to the document control section. This second option can only be used if the fields are blank on the shell issue card where the handwritten data are inserted. Exercise caution when this option is used because of the increased possibility for lost source document issue cards.

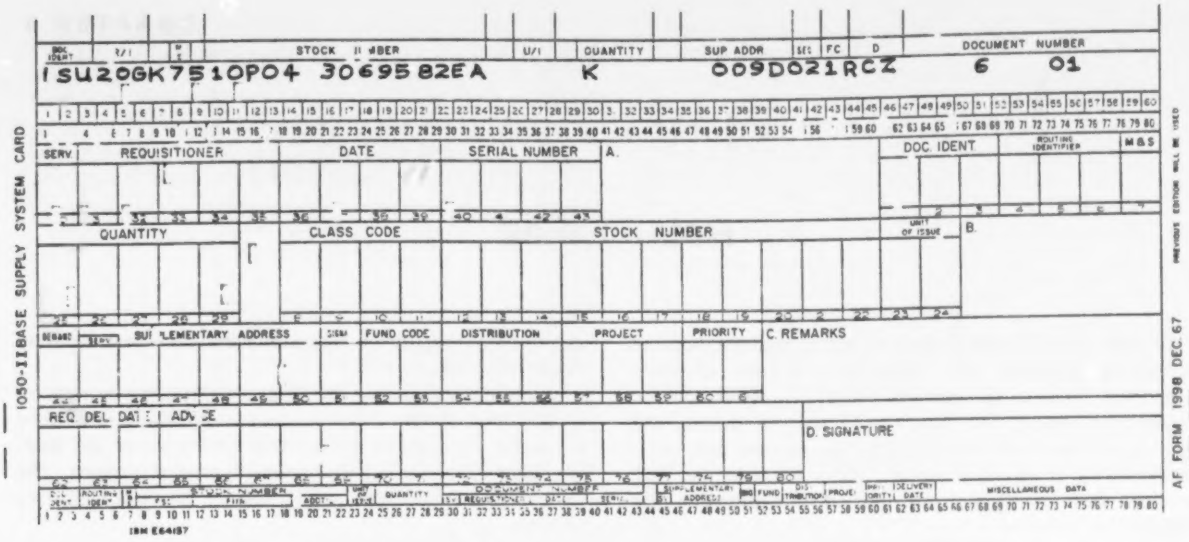
After standard quality control checks are performed using document control cards (DCC), issue cards that meet the document filing criteria are placed in the permanent document files in Document Control. Issue cards that do not meet document filing criteria may be kept for 15 days before being destroyed.

BSS Turn-in Procedures. On occasion, a customer may have excess BSS items. When property is to be returned, normal turn-in procedures are followed. All items turned in must be equal to the full unit of issue and be in serviceable condition. The current Air Force policy is to allow 100 percent credit on all serviceable IEX K turn-ins. However, this policy can be overridden in individual situations based on local judgement.

All turn-in inputs (TRIC TIN) must be processed with credit code Y (yes) or N (no). If the credit code is left blank, requirements computation routines determine if credit is to be given. The retail sales manager determines if credit is to be granted based on anticipated usage requirements.

Due-out Releases (DOR). When property is not available for issue, BSS personnel may initiate an issue request to establish a due-out. Due-out document numbers are assigned at the time of customer checkout.

When the property is received, DOR processing takes place. The property and DOR documents are sent to the Base Service Store. BSS personnel notify the customer when the property arrives and request that the customer pick



1050-II BASE SUPPLY SYSTEM CARD

DOC IDENT | R/I | M/S | STOCK NUMBER | U/I | QUANTITY | SUP ADDR | SIG | FC | D | DOCUMENT NUMBER

1SU20GK7510PO4 3069582EA K 009D021RCZ 6 01

SERV | REQUISITIONER | DATE | SERIAL NUMBER | A. | DOC. IDENT | ROUTING IDENTIFIER | M&S

QUANTITY | CLASS CODE | STOCK NUMBER | UNIT OF ISSUE | B.

SUPPLEMENTARY ADDRESS | SIGNAL | FUND CODE | DISTRIBUTION | PROJECT | PRIORITY | C. REMARKS

REQ DEL DATE | ADVICE

D. SIGNATURE

MISCELLANEOUS DATA

IBM E64187

AF FORM 1998 DEC 67 PREVIOUS EDITION WILL BE USED

Figure 4-1. Sample, BSS issue card.

it up. If it is not picked up within 10 days, BSS personnel process a turn-in (TRIC TIN) and return the property to stock.

Exercises (636):

1. What issue exception code is assigned to items sold through the BSS?

2. What is stamped on the issue card prior to forwarding it to the computer operations section?

3. Documents that do not meet filing criteria may be kept for how many days?

4. Who is responsible for notifying customers that DOR property is available for pickup?

5. Property must be picked up or returned to stock within how many days after DOR action?

637. Specify the procedures for issuing and replacing warranted tools.

Warranted Tool Program. Warranty tools are those tools that are guaranteed by their contractor/manufacturer. Item records for these tools are assigned IEX code K, excess exception code (EEX) 7, and requisition exception code (REX) 4. The routing identifier is JBH and the ERRCD is XB3. Aircraft, missile, and munitions maintenance activities (USAF, AF Reserves, and Air National Guard) worldwide are authorized to participate in this program. Other activities aren't authorized to participate in the program.

The deputy chief of maintenance or equivalent or organization commander submits a letter to the COS listing the work centers authorized to use warranted tools. This letter also lists those individuals who are authorized to receipt for the warranted tools. The commander also submits a letter to the COS listing the stock number and quantity of each tool authorized. A copy of the letter is sent to Document Control listing the individuals authorized to receipt for warranted tools. This letter is used for the preparation of a new customer identaplate which is embossed with the words WARRANTED TOOL. The new identaplate can either be exchanged for the old card or be used in conjunction with the old identaplate. The original copy of the authorization letter and the list of NSNs and quantities are forwarded to the BSS.

Warranted tools are not stored or commingled with nonwarranted tools. Separate storage for serviceable and unserviceable warranted tools is maintained. Warranted tools are not authorized on organization bench stocks.

Stock establishment. Upon receipt of the authorization letter and the list of NSNs and quantities, BSS requests that the organization submit a DD Form 1348-6 for each NSN needed. The DD Form 1348-6 must have the GSA contract number in block 8.

When a warranted tool program is established initially, or new items/functions are added to an existing program, minimum adjusted stock levels are established or adjusted to provide operating stocks until sufficient demand data are generated. When sufficient demand data have been generated to support the minimum level, the minimum levels are deleted. Operating stock is maintained on the item record and is used to replace broken, unserviceable, or lost tools.

Issue processing. Warranted tools are issued over-the-counter by BSS personnel. Local controls must be established to ensure:

- Unauthorized personnel aren't issued warranted tools.
- Warranted tools aren't exchanged for nonwarranted tools.
- Warranted tools being exchanged are authorized for use by the function/activity.
- Warranted tools being exchanged are sent to the contractor that provided the tools.

At the time that an activity or function is authorized warranted tools or when new items are added to an existing authorization, you establish a due-out. When the tools are received, normal DOR action occurs. The due-out is for the quantity authorized by the approving official. The operating stock remains on the item record.

Exchange processing. Warranted tools are exchanged over the counter. The customer presents the unserviceable tool to the BSS for exchange. If a serviceable asset is on hand, you prepare a post-post issue and a serviceable turn-in with credit code Y. You process a condition change input (TRIC FCC) with a decrease balance A in cc 60 and an increase balance J in cc 61. This records the issue of the serviceable asset, the credit turn-in, and places the unserviceable tool on a DIFM unserviceable detail record. These details are managed by BSS personnel.

If a serviceable asset isn't on hand, you prepare an issue with a TEX code 8 to establish a due-out to the requesting activity. You also process a serviceable turn-in and a condition change (FCC). The turn-in must also contain a TEX code 8 in cc 51 to prevent DOR action.

Replacement of Unserviceable Tools by the Contractor. Since more than one contractor is used for tool replacement, it is important to remember that unserviceable warranted tools are replaced only by the contractor that supplied the tool. Each contractor has different procedures for tool replacement. There are several methods to use when unserviceable tools are to be replaced by the contractor.

On-base exchange. This method is used when the contract specifies that the contractor or vendor provides on-base delivery. When the contractor exchanges serviceable tools for unserviceable tools, BSS or inspection section personnel process a condition change (FCC) with a U in cc 55, J in cc 60, and A in cc 61 to change the condition of the unserviceable asset to serviceable. If any due-outs are in the SBSS data base, you process a forced DOR.

Off-base exchange. This method is used when the contract specifies off-base support or when the contractor is not within a reasonable distance to provide on-base delivery. BSS personnel prepare and process individual shipping documents for each NSN. You coordinate with the stock control section to prepare and process an SPR using the same document number as the shipping document and advice code 2E. You prepare a receipt (REC) using the same document number used on the shipment and SPR. A copy of each document is placed in a suspense file in the BSS. The unserviceable tools are forwarded to the contractor using the address provided by the contract.

Exercises (637):

1. Item records for warranted tools are assigned what REX, IEX, and EEX codes?

2. What activities are eligible to participate in the warranted tool program?

3. As a tool issue clerk, how can you tell if a customer is authorized warranted tools?

4. Should you be able to find warranted tools in an organization's bench stock?

5. What must the requesting organization submit for each warranted tool needed?

6. What is the purpose of operating stock?

7. What method is used to issue warranted tools?

8. When exchanging a warranted tool, what input records the issue of the serviceable asset, the credit turn-in, and creates a DIFM unserviceable detail for the unserviceable tool?

9. What two methods can be used when exchanging unserviceable tools with the contractor?

4-2. Individual Equipment Unit (IEU)

Even though the Air Force furnishes the initial clothing needed, there are certain jobs that require special clothing and tools. These articles of clothing and special tools are stored and issued by the individual equipment unit (IEU).

638. Cite the procedures used to issue and turn in personal retention and organizational items.

Personal Retention and Organizational Items. The two types of equipment handled by the IEU are personal retention and organizational items. These items are assigned IEX code E.

A personal retention item is an item which a person is required to have based on his or her AFSC. Examples of personal retention items are steel-toed workshoes, lineman's boots, and Security Police hats. These items are kept by an individual as long as he or she is in that AFSC. These items are listed in TA 016, Part A.

Organizational equipment items are items used by a person while assigned to a particular organization. Examples of these items are parachutes and microphone headsets. These items are listed in TA 016, Parts B, G, and H. These items must be turned in prior to an individual's changing assignments or being discharged.

Determining requirements within the prescribed basis of issue (BOI) is the responsibility of organization commanders or functional supervisors. These requirements are documented on either an AF Form 601 or a letter. Submitted AF Forms 601 are not assigned custodian control numbers nor are they processed by EMS.

Issues. IEU accomplishes a number of over-the-counter issues that result in different types of property accountability. IEU differs from BSS in that customers do not shop for the items. Instead the customer tells the IEU clerk what item is needed (as reflected in the letter or AF Form 601) and the clerk pulls the property for issue to the customer. Along with the property, an issue card, AF Form 1998, is pulled by IEU and signed by the person receiving the property.

Personal retention. Personal retention items in the possession of individuals is recorded on AF Form 538, Personal Clothing and Equipment Record. The AF Form 538 provides a record of authorization, issue, and accountability of issued personal retention items. AF Form 1297, Temporary Issue Receipt, is used in place of AF Form 538 for civilian personnel.

When an individual is initially authorized nonexpendable personal retention items (except nonreturnable items), you prepare an AF Form 538 listing each item authorized, even though the item has not been issued to the individual.

Personal retention items are retained by the individual as long as the authorization is valid in accordance with TA 016 or until relieved from active duty.

Let's discuss the preparation of the AF Form 538. Refer to figures 4-2 and 4-3 as we discuss the entries. Preparation includes the following:

a. National Stock Number and Article—Enter the stock number and noun of the item authorized to the individual. If the item issued is a substitute, enter the substitute stock number in parentheses directly following or below the authorized stock number.

b. Authorized Allowance—Enter the TA in the ASC block and the quantity authorized to the individual by the appropriate ASC in the quantity block.

c. Size—Enter the size of the item, if applicable, in pencil.

d. Issue Date—Each time an issue is made, enter in the first blank block from the left the numeric date at the top of the column and the quantity of the item being issued. Draw a line through unused entries of the column. The signature of the individual receiving the item is entered in the signature block. (NOTE: These entries aren't required on one-for-one exchanges of the same item; that is, NSN, quantity, and ASC. This applies to both the issue and turn-in date fields.)

e. Turn-in Date—Each time a turn-in is made, enter in the first blank turn-in block from the left the numeric date at the top of the column and the quantity of the item being turned in. The signature of the IEU representative is affixed at the bottom of the column. Draw a line through unused entries of the column. (NOTE: When all signature blocks have been used, a new form is initiated.)

f. Balance on Hand—Enter the current on hand quantity.

g. Rated FSC/AFSC—Enter the individual's AF specialty code.

h. Organization—Enter the organizational identification to which the individual is assigned.

i. Grade—Enter the grade of the individual.

j. SSN—Enter the Social Security account number of the individual.

k. Name—Enter the last name, first name, and middle initial of the individual accountable for the items.

l. Inventory—When an inventory is performed, enter the date of the inventory and signature of the individual performing the inventory. An inventory is performed upon discharge or relief from active duty. An inventory, or the individual's inventory statement, is required upon transfer of the individual and the AF Form 538 to a different base.

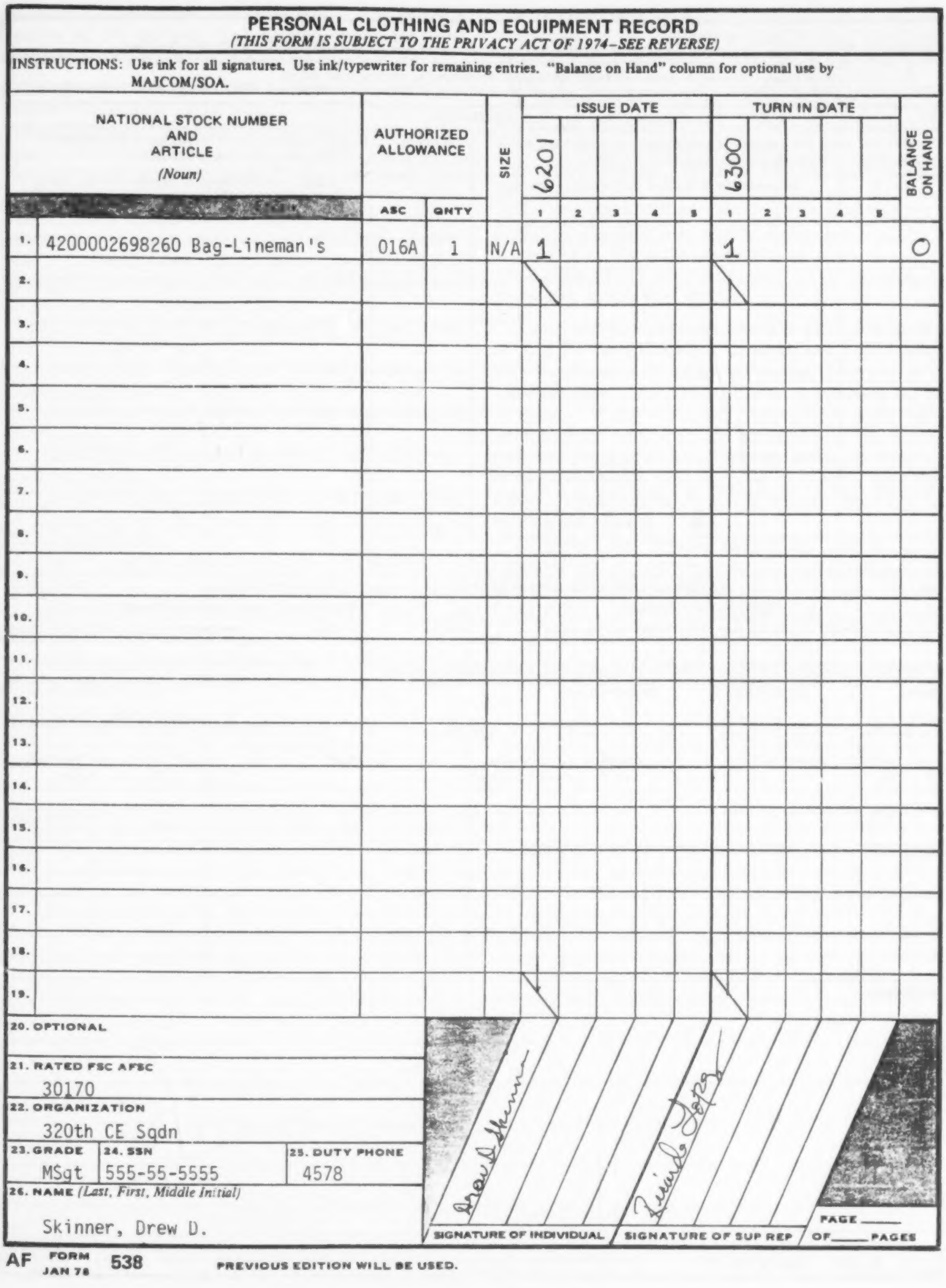
m. Nonreturnable items—Leave blank.

n. Statement of rated flying status code/hazardous duty status code—Either the rated flying status or hazardous duty status statement must be completed by the individual being issued the items. Periodic revalidation of the status code data is accomplished no less than annually by the IEU and when an individual reports to a new base (PCS).

o. A record of validation is entered in the validation blocks of the AF Form 538. When equipment authorization, accountability, and/or retention are questionable, the IEU must notify the individual through the organizational commander to validate or turn-in equipment, as applicable.

p. Remarks—Self-explanatory. May be used as auxiliary space for supplemental data.

q. Pencil entries on AF Form 538 are permitted in quantity authorized, size, balance on hand, rated



PERSONAL CLOTHING AND EQUIPMENT RECORD

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974–SEE REVERSE)

INSTRUCTIONS: Use ink for all signatures. Use ink/typewriter for remaining entries. "Balance on Hand" column for optional use by MAJCOM/SOA.

	NATIONAL STOCK NUMBER AND ARTICLE *(Noun)*	AUTHORIZED ALLOWANCE		SIZE	ISSUE DATE					TURN IN DATE					BALANCE ON HAND
					6201					6300					
		ASC	QNTY		1	2	3	4	5	1	2	3	4	5	
1.	4200002698260 Bag-Lineman's	016A	1	N/A	1					1					0
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															
12.															
13.															
14.															
15.															
16.															
17.															
18.															
19.															

20. OPTIONAL

21. RATED FSC AFSC
30170

22. ORGANIZATION
320th CE Sqdn

23. GRADE MSgt | 24. SSN 555-55-5555 | 25. DUTY PHONE 4578

26. NAME *(Last, First, Middle Initial)*
Skinner, Drew D.

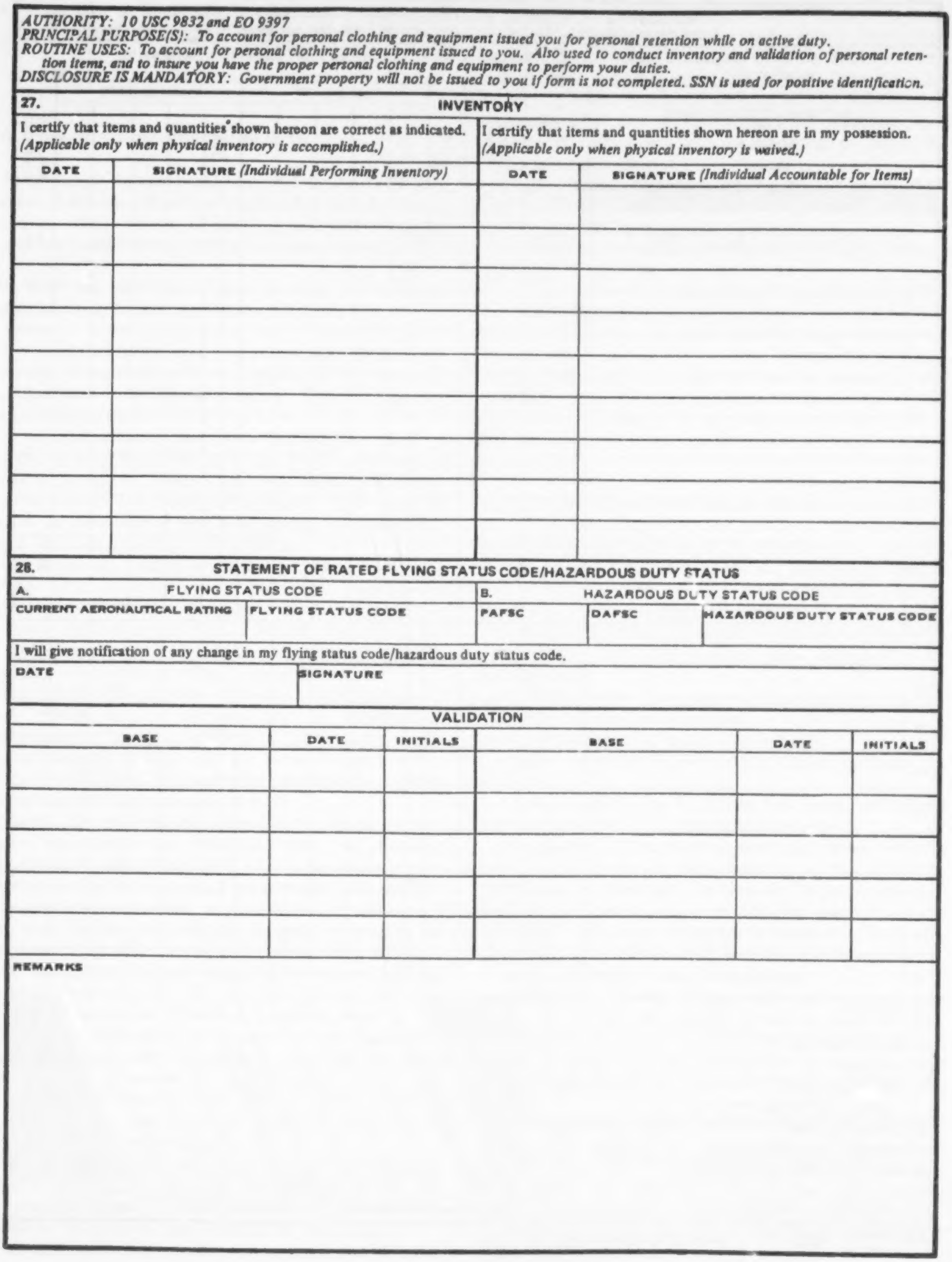
Drew D Skinner
SIGNATURE OF INDIVIDUAL

Ricardo Lopez
SIGNATURE OF SUP REP

PAGE ____ OF ____ PAGES

AF FORM JAN 78 538 PREVIOUS EDITION WILL BE USED.

Figure 4-2. Sample, AF Form 538 (front).



AUTHORITY: 10 USC 9832 and EO 9397
PRINCIPAL PURPOSE(S): To account for personal clothing and equipment issued you for personal retention while on active duty.
ROUTINE USES: To account for personal clothing and equipment issued to you. Also used to conduct inventory and validation of personal retention items, and to insure you have the proper personal clothing and equipment to perform your duties.
DISCLOSURE IS MANDATORY: Government property will not be issued to you if form is not completed. SSN is used for positive identification.

27. INVENTORY

I certify that items and quantities shown hereon are correct as indicated. *(Applicable only when physical inventory is accomplished.)*		I certify that items and quantities shown hereon are in my possession. *(Applicable only when physical inventory is waived.)*	
DATE	SIGNATURE *(Individual Performing Inventory)*	DATE	SIGNATURE *(Individual Accountable for Items)*

28. STATEMENT OF RATED FLYING STATUS CODE/HAZARDOUS DUTY STATUS

A. FLYING STATUS CODE		B. HAZARDOUS DUTY STATUS CODE		
CURRENT AERONAUTICAL RATING	FLYING STATUS CODE	PAFSC	DAFSC	HAZARDOUS DUTY STATUS CODE

I will give notification of any change in my flying status code/hazardous duty status code.

DATE	SIGNATURE

VALIDATION

BASE	DATE	INITIALS	BASE	DATE	INITIALS

REMARKS

Figure 4-3. Sample, AF Form 538 (back).

FSC/AFSC, organization, and grade blocks. The last four positions of the national stock number (NSN) for sized items may also be entered in pencil.

The completed form is then filed in the individual's personal issue equipment file folder in IEU.

Organizational. External records of nonexpendable organizational items are kept on AF Form 1297. Items processed with an activity code E are maintained on a CA/CRL. The AF Form 1297 is prepared in two copies. Copy 1, when completed and signed, is retained in the individual's personal issue equipment file folder in IEU. This copy is maintained until the individual leaves PCS, is discharged, or turns the item in for some other reason. Copy 2 is given to the individual as a receipt.

Refer to figure 4-4 as we go through the format for the AF Form 1297 as follows:

a. Issued To: Signature—the person receiving the property signs here.

b. Duty Phone—duty phone of the person receiving the property.

c. Issued By—the name of the person (IEU clerk) who issued the property.

d. Issued to: Name, Grade, ORGN—the name, rank, and organization of the person receiving the property is typed or printed here.

e. ORGN Acct No—account number of the individual's organization.

f. Date of Issue—date the property is being issued.

g. Return Date—do not put a calendar date in this block. Since most of the equipment issued on this form is kept until the person leaves the base, this block usually reads "Prior to PCS."

h. Below the blocks just covered, you will find room for eleven line items from top to bottom. From left to right is information pertaining to each item.

(1) Stock Number. This is the national stock number for that item.

(2) Description of Items. This is the name of the item.

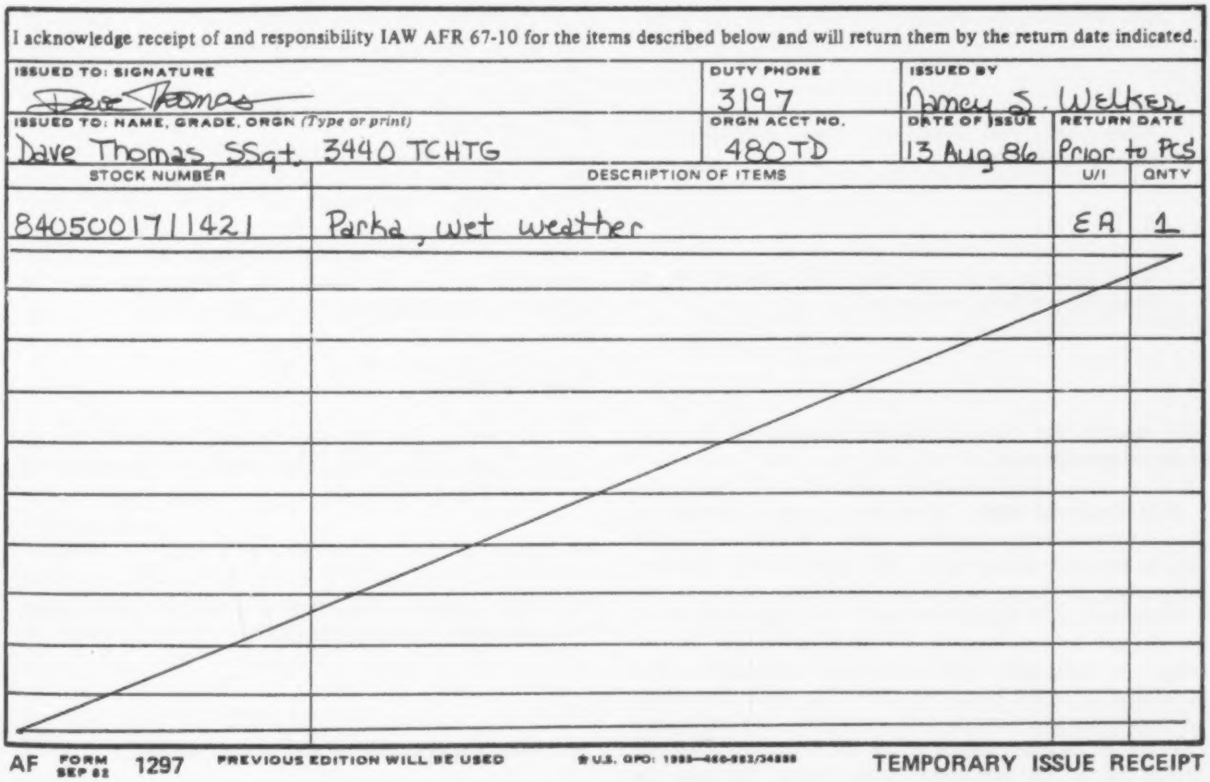
(3) U/I. This is the unit of issue for the item.

(4) QNTY. This is the quantity being issued.

(5) After the last entry, you line through the empty lines to preclude entries after the fact.

Turn-ins. All equipment issued by IEU must be turned in with the exception of expendables and nonreturnables. To complete the external record portion of the turn-in for a nonexpendable personal retention item, complete the turn-in column of AF Form 538. The entries in the turn-in portion of the form are made the same way you make the entries in the issue column. The only difference is the block at the bottom which is the signature of supply representative column. This column is signed by the IEU clerk who receives the property.

To update the internal records for turn in of both organizational and personal retention items, AF Form 2005 is prepared in three copies in the TIN format. Turn in of items issued on an AF Form 1297 is done by giving the



I acknowledge receipt of and responsibility IAW AFR 67-10 for the items described below and will return them by the return date indicated.

ISSUED TO: SIGNATURE Dave Thomas	DUTY PHONE 3197	ISSUED BY Nancy S. Welker

ISSUED TO: NAME, GRADE, ORGN *(Type or print)* Dave Thomas, SSgt. 3440 TCHTG	ORGN ACCT NO. 480TD	DATE OF ISSUE 13 Aug 86	RETURN DATE Prior to PCS

STOCK NUMBER	DESCRIPTION OF ITEMS	U/I	QNTY
8405001711421	Parka, wet weather	EA	1

AF FORM SEP 82 1297 PREVIOUS EDITION WILL BE USED ★ U.S. GPO: [illegible] TEMPORARY ISSUE RECEIPT

Figure 4-4. Sample, AF Form 1297.

copy of the form to the individual when the property listed on the form is returned.

Exercises (638):

1. What are items called when they are required by a person's AFSC?

2. What are items called that are required by a person because of an organizational assignment?

3. Who has the responsibility to determine requirements within the prescribed BOI?

4. What form is used to issue items to civilian personnel instead of AF Form 538?

5. When does the IEU clerk sign the bottom portion of the AF Form 538?

6. What form is used to issue nonexpendable organizational items?

7. What happens to the AF Form 1297 when the items listed thereon have been turned in?

639. Specify the types of files maintained by IEU and their filing sequence.

IEU External Files. With the enormous amount of property issued and turned in each day, it is essential for the IEU to maintain current files. IEU plays a very important part in establishment and upkeep of the files.

Personal issue equipment file. A separate folder is established and maintained for each individual who is issued a returnable type individual equipment item controlled by an AF Form 538/1297. The upper tab portion of each folder is annotated with the individual's last name, first initial, last four digits of the SSAN, and AFSC. AF Forms 538 or 1297 are placed in this folder. The folder is filed in the personal issue equipment file. MAJCOMs determine the filing sequence of this file by using one of the following options:

- File in alphabetical sequence using the individual's full last name and last four digits of the SSAN.
- File in alphabetical sequence using the first letter of the individual's last name and the last four digits of the SSAN. If the first letter of the last name and last four digits of the SSAN are the same for two or more people, file in alphabetical sequence using the full name.

Files are maintained separately for active duty, Reserve, and civilian personnel. These filing methods are not in violation of the Privacy Act.

CA/CRL individual equipment. IEU maintains a consolidated CA/CRL (R23) of all items within shop code IE. The IEU supervisor is the primary custodian of the IEU account and signs the CA/CRL for shop code IE, regardless of the organization code. Individual transaction documents affecting shop code IE balances are retained until receipt of the updated CA/CRL to confirm shop code IE balances and to reconcile any discrepancies.

DD Form 1348–1. IEU maintains a file of suspense and completed DD Forms 1348–1. These forms are in support of items that are transferred directly to the defense reutilization and marketing office (DRMO). Suspense copies are destroyed upon receipt of the completed DD Forms 1348-1.

AFLC controlled multiple address letters (CMAL). A file of applicable AFLC CMALs is maintained in the IEU. The CMALs are a means by which information on clothing and textile items is provided to the COS for use and dissemination of information to the customer.

IEU also maintains a stock of preprinted custody receipts and overprinted AF Forms 538/1297 not exceeding a 6-month stock. Overprinted AF Forms 538/1297 are authorized when a group of line items is applicable to a number of individuals (e.g., Security Police, pilots, navigators, etc.). The data for these items may be reproduced on the appropriate AF Forms 538/1297.

Exercises (639):

1. AF Forms 538/1297 are filed in the personal issue equipment file. What information must be entered on each individual folder?

2. Who determines the filing sequence of folders in the personal issue equipment file?

3. Who is responsible for the CA/CRL for IEU?

4. Why does IEU maintain a file of DD Forms 1348–1?

5. What are CMALS?

6. The IEU maintains overprinted AF Forms 538/1297 not to exceed what time period?

640. State how to process IEU items for cleaning, repair, and disposal.

Cleaning and Repair of IEU Items. There are normally two sources of cleaning available: Government-operated laundries and commercial laundries that contract to provide this service. When an item that requires cleaning is issued to a person, it is that person's responsibility to clean the item prior to IEU turn-in when it is no longer required or authorized. When a person is released from active duty under a hardship discharge or other emergency release, IEU accepts the responsibility for cleaning or repairing the item. The cost of cleaning and repairing organizational equipment issued and stocked by IEU is an operational and maintenance (O&M) funding responsibility for normal wear and tear.

It is the responsibility of the COS to ensure that a cleaning service is provided if a Government or commercially contracted cleaning facility is not available. When facilities are available but their physical location makes it inconvenient or impractical for persons to deal directly with the cleaning facility, IEU is designated as the local outlet for the cleaning service.

When the IEU functions as the cleaning outlet, its personnel must tag and identify laundry in the same manner as Government or commercially contracted laundry. This identification helps to ensure that the items are returned to the same person after cleaning. This is done because rank, name tapes, and patches are sewn on articles of special and distinctive clothing. Under normal circumstances, posting of permanent records or over-the-counter replacement of items that require only cleaning should not be accomplished.

Items in stock that require cleaning or repair are processed to the cleaning facility by IEU as follows:

a. Prepare and process an issue (ISU) using activity code C, demand code N, the organizational code established for contract maintenance or the supply squadron organization code (as determined locally), and shop code CL to issue the item to the cleaning or repairing activity. This establishes a due-in from maintenance (DIFM) detail record. The ISU documents, DD Form 1348-1, may be consolidated and attached to AF Form 325B, Dry Cleaning Sales Invoice, if applicable. Each DD Form 1348–1 must be signed.

b. Forward the original of the AF Form 325B with attachments or copy 1 of each ISU document to Document Control. Retain one signed copy of these documents in suspense pending return of the items.

c. Upon return of the item from cleaning or repair, give the signed suspense copy of the AF Form 325B or ISU document to the person returning the items. Prepare and process a turn-in (TIN) using the same document number as the ISU. This deletes the DIFM detail record, increases the item record balance, and automatically causes a due-out release, if appropriate.

Disposal of IEU Items. Clothing items that are to be transferred to DRMO are marked to identify the items as having been processed to disposal. This requirement applies to both serviceable excess in IEU and unserviceable clothing (FSC 8405–8450) turned in by using organizations.

The marking must be in indelible ink placed inconspicuously inside the garment where it isn't visible externally. The identifiable mark or stamp (D or DRMO) will not exceed 1/2 inch in size. The DRMO turn-in marking is accomplished by IEU at the time that the property is processed for transfer (TRIC TRM) to DRMO.

Exercises (640):

1. What are the two sources of cleaning available?

2. Who is responsible to provide a cleaning service if a Government or commercially contracted cleaning facility is not available?

3. What record is established in the S1100/60 when an issue is processed for an item to be cleaned?

4. Prior to transferring IEU clothing to DRMO, what action must you take?

CHAPTER 5

Mobility and WRM

ON MOST AIR FORCE bases, there are two types of supplies: those for everyday issue and use and those that are held in reserve in the event of a conflict. These reserved assets are known as war reserve materiel (WRM).

The Air Force, as well as most of the other branches of service, has special groups of people who stand ready to move to a new location to perform special duties at a moment's notice. In the Air Force, these people are referred to as being on mobility.

5-1. War Reserve Materiel (WRM)

Wartime support for USAF forces is provided through the use of peacetime assets plus war reserve materiel (WRM). On-hand base peacetime operating stocks are used to support WRM requirements when sufficient WRM assets aren't available to support the implementation of an approved USAF war plan. WRM is located at or near the base of intended use or is airlifted to the employment bases before, at the same time, or after the deploying force.

641. Specify the objective of the WRM program and types of WRM.

WRM. AFR 400–24, *War Reserve Materiel (WRM) Policy*, establishes the basic policies and responsibilities for the authorization, stockage objectives, location, distribution, accounting preservation, and management of equipment and supplies in the WRM program. The Air Force's WRM objective is to authorize, acquire on time, preposition, prestock, and maintain in a serviceable condition ready for use all the WRM needed to support the wartime activities specified in the War and Mobilization Plan (WMP).

Categories. WRM is composed of several different categories. These categories are war consumables, equipment, spares and spare parts, mission support kits (MSK), and high priority mission support kits (HPMSK).

War consumables. War consumables are the selected, consumable-type items that are related directly to the wartime activity. Included are items such as auxiliary fuel tanks, pylons, POL (petroleum, oil, and lubricants), and air munitions. War consumable authorizations are published in the war consumables distribution objective (WCDO) publication. AFLC publishes and distributes the WCDO to the MAJCOMS. MAJCOMS forward to each intercommand base the portion of the WCDO that pertains to that base. The base WRM monitor distributes the extracts of applicable portions of the WCDO to the concerned activities (munitions, supply, and POL) for accounting and storage actions. Accountable WRM records are maintained by the same office that maintains the accountable records for peacetime materiel. These authorizations and assets, except rations and POL products, are maintained on W-type detail records. These details are established, maintained, and deleted by FWS processing. For consumable reporting, the accountable office provides required information to the base WRM monitor.

Equipment. There are four areas that make up the WRM equipment category. These are station sets, housekeeping sets, air transportable housekeeping equipment, and clothing/field equipment kits/packages. Clothing/field equipment kits/packages consist of items listed in part F of TA 016.

Station sets. These are selected WRM items of mission-type support equipment that are prepositioned at designated locations. Station sets augment materiel assets located at existing operating bases or may provide a source of assets at standby bases.

Housekeeping sets. These are selected WRM items of housekeeping and administrative equipment supplies (except subsistence) and vehicles that are prepositioned at designated locations. Housekeeping sets augment materiel assets located at existing operating bases and may be used to provide a source of assets at standby bases.

Air transportable housekeeping equipment. This is a selected package of air transportable equipment and supplies (WRM) that is used to support deploying units at bases not possessing adequate logistics support capability.

Spares and spare parts. This category is composed of war readiness spares kits (WRSK), base-level self-sufficiency spares (BLSS), and bare base support package (BBSP).

War readiness spares kit (WRSK). WRSK is an air transportable package of WRM spares, repair parts, and related maintenance supplies required to support planned wartime or contingency operations of a weapon or support system for a specified period of time pending resupply. WRSKs may support aircraft, vehicles, communication systems, and other systems as appropriate. WRSKs are normally prepositioned with the using unit. The funded WRSK support period is 30 days for replenishment spares and 60 days for stock-funded assets. The planning goal is 60 days for all assets.

Base level self-sufficiency spares (BLSS). These are WRM spares and repair parts that are intended for use as base support for those units which plan to operate in place during wartime, considering the available maintenance capability. The support period for BLSS, funded and planned, is the same as for WRSK. BLSS represents only the peacetime operating stock levels expected to be available at the unit in wartime and the total wartime requirement.

Bare base support package (BBSP). This is a package of supplies and spares designed to sustain the establishment and operation of a bare base for a limited time, normally 30 days.

Mission support kit (MSK). MSKs are transportable packages of expendable supplies and spares, parts for aircraft, engines, aerospace ground equipment (AGE), and communication end items. These items are required to support an Air Force unit or segment of a unit when deployed.

High priority mission support kit (HPMSK). HPMSKs are transportable packages of expendable supplies and repair cycle assets for aircraft, engines, support equipment, drones, remotely piloted vehicles, and communication end items. HPMSK requirements exist because under normal SBSS techniques, adequate supply support at peacetime deployment/employment locations is not available. Units authorized a WRSK are not authorized a HPMSK. HPMSKs are approved by AF/LEY with AFLC/MM coordination. Approval authority is at a high level because HPMSK causes a major change in peacetime spares distributional patterns. This is due to the fact that HPMSK levels are replenished on a priority equal to that for MICAP or WRSK/BLSS requirements.

Exercises (641):

1. What is the Air Force's objective concerning WRM?

2. Match the definition in column A to the WRM category in column B. Column B choices may be used once or more than once.

Column A

_____ (1) Transportable packages of expendable supplies and spares used to support a deployed unit.
_____ (2) Air transportable package of WRM spares and repair parts which are normally prepositioned with the using unit.
_____ (3) Selected consumable items that are directly related to the wartime activity.
_____ (4) Selected WRM items of mission support equipment that is prepositioned at designated locations.
_____ (5) These authorizations are published in the WCDO.
_____ (6) Comprised of WRSK, BLSS, and BBSP.
_____ (7) Transportable package of expendable supplies and repair cycle assets which are replenished on the same priority as MICAP requirements.

Column B

a. War consumables.
b. Equipment.
c. Spares and spare parts.
d. Mission support kit.
e. High priority mission support kit.

642. Cite how WRM authorizations are established and how WRM details are loaded, changed, and deleted.

Authorizations. The using MAJCOM, in conjunction with HQ AFLC, is responsible for the determination and development of WRM requirements to effectively support wartime additive missions. MAJCOMs, through continuous review of requirements to support USAF war plans, must ensure that WRM requirements are factual and realistic. Upon determination of a requirement for WRM equipment to support programmed commitments, the using MAJCOM develops an authorization listing (RCS: HAF–LEY(SA)8245 Part I) for those items required to be positioned to support the program. WRM requirements are also listed in tables of allowances (TAs).

This authorization listing is forwarded through the storing command CEMO to EMS. Upon receipt of the authorization listing of WRM requirements, the storing EMS, in conjunction with the base WRM officer and the functional area concerned, conducts a detailed survey to determine those items and quantities of base assets which may be applied as joint use (JU). Only items of base support equipment not fully committed to other wartime missions are considered for application as joint use. After finalization of JU items, applicable authorized/in-use detail records, reflecting use codes C and D, and adjusted authorized/in-use detail records, reflecting use code B, are established.

WRM vehicles (use code M) are issued to the organizational code of the base motor transportation activity.

WRM Accountability. Just as there are different categories of WRM, there are different inputs for loading, changing, and deleting WRM details.

WCDO assets. These authorizations and assets, with the exception of rations and POL products, are maintained on W-type detail records. These records are loaded, changed, and deleted by processing TRIC FWS.

Equipment. These authorizations are maintained on authorized/in-use details and are reflected on the custodian authorization/custody receipt listing (CA/CRL). You read about authorized/in-use details and the CA/CRL in Chapter 3 of this volume.

BLSS assets. BLSS items are maintained on WRM BLSS details. BLSS authorizations are established by the MAJCOM and AFLC using output from the base-level WRSK/BLSS review listing (R21) and AFLC worldwide usage data. The base-level R21, program GV881, uses the WRM BLSS details and output from the daily standard reporting designator (SRD) update (D13), program GV833, as input. The host COS collects SRD data for using commands to support BLSS processing as requested. At least 6 months of SRD collection data are required for a valid computation.

Listings and card decks received from the MAJCOMs are used as authorization to load, change, or delete WRM BLSS detail records. Each authorized item is assigned an item number which is used as the last four positions of the detail document number. Substitute detail records will have the same document number as the detail record reflecting the authorization. TRIC FWS is used to load, change, or delete WRM BLSS details.

WRSK assets. WRSK detail records are maintained to account for all assets authorized or contained in WRSK. Assets recorded on these details are included in the base operating stock fund until they're consumed. TRIC FMK is used to load, change, or delete WRSK details.

The listings and card decks received from MAJCOM are the authority to load, change, or delete WRSK details. Just as with BLSS, each authorized WRSK item is assigned an item number which is used as the last four positions of the detail document number.

Each item in a kit is maintained on WRSK detail records, using activity code U and reflecting the organization code of the activity authorized the kit. The using MAJCOM code is not stored on the WRSK/MSK detail record but on the organization cost center record (OCCR). Only one using command code is stored on each OCCR. Because of this, WRSK/MSK must be assigned organization codes with the proper using command code. Thus, kits assigned to the same organization must be assigned different organization codes when their using command codes are not the same. When the using command code is the same for all kits assigned, only one organization code is required. Shop codes are locally assigned to identify the kit or increment. The first position specifies the kit number. The second position identifies the breakout; that is, part, increment, or container.

TRIC FMK is used to load, change, or delete WRSK details. Issues to the WRSK detail can be accomplished by using TRIC ISU and the document number reflected on the WRSK detail record. Issues from the WRSK detail can be accomplished by TRIC MSI and a document number furnished by the requesting activity.

MSK assets. Each authorized item is assigned an item number which is used as the last four positions of the detail document number. With few exceptions, assets maintained in MSK are carried on the supported aircraft/end article home base accountable records. MSK assets are loaded, changed, and deleted by TRIC FMK.

Exercises (642):

1. Who is responsible for determining and developing WRM requirements to effectively support wartime additive missions?

2. What base activity receives the authorization listing from the storing CEMO?

3. What asset records are loaded, changed, and deleted by TRIC FWS processing?

4. What type of WRM assets are maintained on authorized/in-use details? What listing reflects these assets?

5. What asset records are loaded, changed, and deleted by TRIC FMK processing?

6. What serves as authority to load, change, or delete WRSK details?

643. State the purpose of and the reports used in the Combat Supplies Management System (CSMS).

Combat Supplies Management System (CSMS). The CSMS provides a WRM reporting system for the SBSS to establish and maintain a current MAJCOM CSMC system containing the WRM and like peacetime operating stock data base. This provides MAJCOM with current data for WRM management, capability assessment model, and redistribution of assets for WRM shortages. The CSMS reporting system is mandatory at base and MAJCOM level per HQ USAF.

A series of programs is processed to establish the data base at each MAJCOM. The data base is updated daily for changes to authorizations and asset position. The following programs are processed for the initial CSMS upload:

- CSMS reconciliation (R30/GV895).
- Routing identifier list (Q05/GV871).
- SRD file update (RO5/GV849).

AFRAMS/WRM report code. Each item record that requires reporting of WRSK/BLSS/WCDO/HPMSK actions and peacetime operating stock (POS) asset positions is assigned an AFRAMS/WRM report code. This report code causes a summary report to be produced for each day a transaction is processed that affects the WRSK/BLSS/WCDO/HPMSK and/or POS asset position.

WRSK/BLSS identification record. WRSK/BLSS identification records are established in the SBSS data base for each WRSK/BLSS/HPMSK authorization. A record is established for each organization code that has the WRSK/HPMSK authorizations. If more than one BLSS is authorized, a record is loaded for each authorization. This record is loaded, changed, and deleted by TRIC 1EB. This record is used in the preparation of base to MAJCOM reports and identification of WRSK/BLSS/HPMSK at the base and MAJCOM.

Daily CSMS report (DO9/GV885). The daily CSMS report (DO9/GV885) produces report cards for transmission to the MAJCOM data base. The report cards are transmitted to update the CSMS data base at MAJCOM. Output cards are serialized beginning with 0001 each day for each SRAN output. The capability is provided to retrieve specific information required by MAJCOM by the input of a MAJCOM inquiry card (TRIC XTB) behind the report select card.

CSMS Reconciliation (R30/GV895). The R30 provides data tapes to MAJCOM for WRM and peacetime operating stocks that pertain to WRM assets. These tapes provide the initial data base and reconciliation for the CSMS. The MAJCOM CSMS monitor of the computer support base (CSB) schedules a CSMS reconciliation at least annually. MAJCOM advises the base by letter, message, or telecon, of the Julian date that the reconciliation program is to process. The reconciliation should be scheduled during a time period that has the least impact on other base workloads. The war readiness section is responsible for monitoring the CSMS reconciliation program.

Exercises (643):

1. What is the purpose of CSMS?

2. How often is the data base updated for changes to authorizations and asset position?

3. What programs are processed for the initial CSMS upload?

4. What record is established in the SBSS data base for each WRSK/BLSS/HPMSK authorization?

5. What report produces report cards for transmission to the MAJCOM data base?

6. At least how often is the CSMS reconciliation scheduled?

644. Specify how WRM assets are issued and turned in.

Issues. Issue requests (TRIC ISU) containing activity code M (MSK), W (WRM), or U (WRSK) are considered a transfer of stock. Demand or consumption data is not updated on internal records. The initial stockage and replenishment are accomplished by submitting AF Form 2005. These transactions may be input at any terminal function or through the RPS/main card reader.

TRIC ISU is used to issue from the item record to the detail. TRIC MSI is used to issue from the detail to the user. As you read in Volume 3 of this CDC, automatic replenishment action will occur unless you use TEX code F in cc 54. Issue procedures, both ISU and MSI, were discussed in Volume 3 of this CDC, so we won't repeat them here.

Turn-ins. Serviceable items are returned to the kit and detail from which they were issued. There is no capability or authority to use the items for other purposes. If another due-out requirement must be satisfied with the asset, you process a turn-in with the due-out document number in cc 67–80 and the applicable TEX code in cc 51.

Unserviceable returns are processed internally through their appropriate terminal program. Normally, the terminal program will be shipments, transfers to DRMO, or excess reporting. Turn-in becomes the terminal program if the repair cycle record contains reparable destination/disposition code RPT. Post-post processing is an exception to this rule.

Serviceable turn-ins should precede unserviceable returns when a DIFM detail is established with a multiple quantity. Erroneous requisitioning action occurs if unserviceable turn-ins are processed first. This could interfere with the awaiting parts (AWP) program.

Exercises (644):

1. What TRIC is used to transfer stock from the item record to a WRSK detail?

2. What TRIC do you use to issue an item from a MSK detail?

3. Where are serviceable WRSK items turned in?

4. What occurs if unserviceable turn-ins are processed before serviceable turn-ins?

5-2. Mobility

Sometime during your Air Force career, you may be sent to another base on a temporary duty assignment (TDY) to participate in an exercise. These exercises are to prepare the Air Force for wartime activities. If you are on a team that is selected to augment another base or location during an exercise, actual wartime, or emergency action, you are said to be on mobility. Mobility includes the use of personnel and equipment. In this section, we discuss deployments and transfers of property.

645. State principles concerning mobility deployment procedures for WRSK.

Deployment and Transfer of WRSK. Deployment is the movement of aircraft, vehicles, flight line support equipment, and supporting units to a forward location. This includes unscheduled emergency movements in support of real world contingencies as well as scheduled peacetime exercises and deployments. The two methods of deploying WRSK are exercise and transfer.

Exercise. An exercise is a deployment of a WRSK or WRSK segment from the home station to a forward location or base, usually for less than 30 days, with accountability remaining at the home station. This method should be used primarily for local exercises and peacetime deployments of less than the full authorized WRSK. This method may also be used for short term deployments in support of emergency contingencies. This method of deployment is an option to be determined between the deploying and supporting MAJCOMs.

When accountability is retained at the home station, all WRSK assets that are deployed must have the proper deployed flag (P for partial, T for total) assigned to the appropriate WRSK detail. Bases may not waive the requirement to assign this deployed flag. This is due to the increased possibility of encountering warehouse refusals for assets that reflect an available balance but are actually deployed. Deployed flags are assigned by the input of TRIC FKD.

Use of AF Forms 2009–1, Manual Supply Accounting Record, is mandatory for the entire period of deployment (fig. 5–1). The AF Form 2009–1 manually accounts for all deployed WRSK assets. These AF Forms 2009–1 should reflect every post-post transaction that occurs on the particular deployed detail record during the deployment; that is, issues, receipts, turn-ins, and shipments. The R10, Print Manual Supply Accounting Record, produces the AF Forms 2009–1 needed for the deployment. DD forms 1348–1 are also used during deployments for post-post transactions (i.e., shipments, turn-ins, issues, etc.).

A MSK/WRSK inventory/list (R43/GV876) is produced for the deployed WRSK or WRSK segment. A copy of the R43 is kept at the home station.

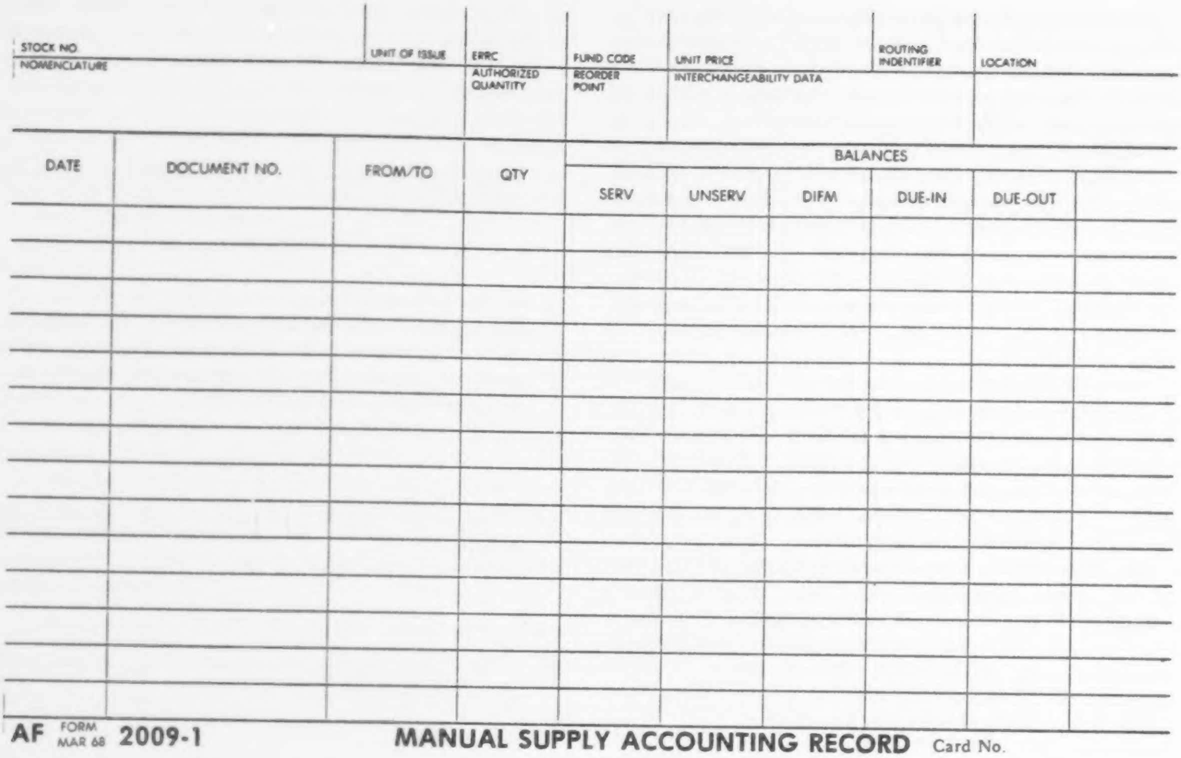
Upon return of the WRSK, you input an FKD to delete the deployed flag. The deployed flag should be removed from WRSK details as soon as possible after their return. SBSS data base records are updated by processing turn-ins, issues, etc. This should be done either periodically during the deployment or immediately upon return from the deployment, depending on the length of deployment and/or volume of transactions. Issues are processed with the applicable MICAP urgency justification code.

Transfer. A transfer is a deployment of the WRSK or WRSK segment from the home station to a forward location or base, with accountability being assumed by the host computer support base (CSB). At the option of the owning command, the peacetime deployment of a WRSK or WRSK segment may be considered a temporary transfer, regardless of the length of deployment. Any time this option is used, the owning or deployed command or designated agent or intermediate headquarters coordinates all support requirements in advance with the command having responsibility over the gaining CSB, if different from the owning or deploying command.

Accountability of deployed or exercised WRSK assets from stateside to overseas locations is normally transferred to the gaining host computer support base (CSB) during peacetime. This is mandatory during wartime. The decision to transfer accountability rests with the owning and gaining MAJCOMs. Duration and location of the deployment or exercise should not have a major effect on their decision.

Bases do not transfer accountability of their WRSK unless directed to do so by their MAJCOM/LGS, or designated agent/intermediate headquarters, either by message or proper tasking order. Indicative data required to effect the transfer of WRSK accountability is provided to the deploying MAJCOM by the gaining MAJCOM at least 60 days prior to the scheduled deployment date, unless short notification of deployment does not permit this. Deploying units are provided complete transfer data by their MAJCOM/LGS at least 60 days prior to the transfer date, unless events preclude this. Transfer data provided to the deploying MAJCOM and unit must include the following as a minimum: gaining base stock record account number (SRAN), gaining organization code, gaining system designator, point of contact (POC) at the gaining base/CSB, planned date of transfer, planned date of return, if known, and gaining shop codes if not using codes currently assigned.

After the deployment units receive the data from their MAJCOM, direct contact between the deploying unit and the gaining unit is authorized and encouraged. Units that



STOCK NO. NOMENCLATURE	UNIT OF ISSUE	ERRC AUTHORIZED QUANTITY	FUND CODE REORDER POINT	UNIT PRICE INTERCHANGEABILITY DATA	ROUTING INDENTIFIER	LOCATION

DATE	DOCUMENT NO.	FROM/TO	QTY	BALANCES					
				SERV	UNSERV	DIFM	DUE-IN	DUE-OUT	

AF FORM MAR 68 **2009-1** **MANUAL SUPPLY ACCOUNTING RECORD** Card No.

Figure 5-1. AF Form 2009-1 (extract).

temporarily transfer accountability (through deployment) of their WRSK or WRSK segment are still required to include the transferred WRSK status in their UNITREP, unit status and identity report. Additional owning MAJCOM WRSK reports are also still required to be submitted by the deployed unit on schedule.

Deploying units are responsible for download as well as upload of the transferred WRSK assets during both the deployment and redeployment phases. WRSKs normally remain in kit configuration at the gaining base. You process a FKD select card for transfer of WRSK. Output from FKD processing provides (depending on the option selected): shipping documents FIL (item record load), and/or FMK (receipt of transferred kits) cards.

Deploying units use AF Forms 2009-1 to record all transactions made to/from the transferred WRSK until it is uploaded on the gaining CSB SBSS data base or reloaded at the unit's home station after redeployment. It is recommended that units operating under mechanized procedures, at other than their CSB, also use AF Form 2009-1 during the entire phase of the deployment. This enables the deployed unit and the CSB to reconcile any discrepancies in recordkeeping prior to redeployment. Also, DIFM reconciliation will be much easier upon return to the home station.

Replenishment of WRSK assets deployed under automated procedures is as mutually agreed upon by the owning (deploying) and gaining MAJCOMs, as documented in approved joint support agreements. All deploying units are required to furnish their gaining CSB an authority to cite funds on AF Form 616 (Fund Cite Authorization (FCA)) upon arrival.

The FKD transfer listing is produced in four copies. Copy 1 goes to Document Control (home base), copy 2 to the gaining base, copy 3 accompanies deployed WRSKs, and copy 4 is maintained by the home station WRSK personnel. Deploying units ensure that a copy of the transfer listing and all punched card outputs are forwarded to the gaining CSB.

During the temporary transfer of WRSK accountability, existing WRSK due-outs are not canceled at the home station. If assets are received at the home station for kits that are temporarily transferred, a separate organization and shop code is established to retain the assets until the transferred WRSK is returned and accountability is reinstated on the unit's home station computer. Once accountability has been reestablished, assets received during the deployment are transferred (TRIC 1KT) to the appropriate detail records.

Prior to uploading a transferred kit at the gaining CSB, the gaining unit ensures that the appropriate WRSK/BLSS identification record (TRIC 1EB) and all applicable organization records are properly loaded. Gaining units must ensure that FMK and REC cards are never processed for the same kit transfer. Additionally, the gaining unit must ensure that the FMK cards produced at the losing base are in the proper sequence prior to upload. If the sequence is incorrect, the cards must be sorted prior to processing to eliminate the possibility of rejects.

The gaining unit must ensure that one copy of the transfer listing is marked as the document control copy and is used to ensure that all transactions have been processed for a given deployment. A certification statement is affixed by personnel responsible for storage and receipt.

WRSK listings. Unit status and identity report (UNITREP) reporting is accomplished for BLSS, WRSK, and HPMSK authorizations. UNITREP reporting (R20/GV900) provides UNITREP reporting and displays the readiness assessment capability after peacetime operating stocks have been distributed. The R20 also assists commanders in the C-rating process. The C-rating is based on the percent fill of each authorized WRSK/HPMSK/BLSS.

The WRSK/BLSS review listing (R21) identifies WRSK/BLSS candidates and recommended quantities for AFLC and MAJCOM to use in WRSK/BLSS negotiations. The R21 provides Air Force managers at command and base level a product listing current authorizations and indicates recommended changes, adds, quantity changes, or deletes. This listing has seven parts.

The MSK/WRSK inventory/list (R43) provides a listing of all items authorized, on hand, and due-out to MSK/WRSK kits. It also provides summary data that is relative to shortages and excesses. Count cards are provided for inventorying MSK/WRSK/HPMSK assets. The R43 sequence can be either stock number, warehouse location, work unit code, or end item identification code.

Exercises (645):

1. What is the movement of strategic tactical aircraft, vehicles, AGE, and supporting units to a forward location called?

2. What is the term for a 20-day deployment when accountability remains at the home base?

3. What deployed flag reflects that total WRSK assets have been deployed?

4. What input assigns deployment flags?

5. What form do you use to manually account for WRSK items during a deployment?

6. What type of deployment is in effect when accountability is assumed by the host computer support base for the forward location?

7. What TRIC do you use to transfer WRSK and what is output as a result?

8. Who must ensure that one copy of the FKD transfer listing is annotated as the document control copy and is used to ensure that all transactions have been processed for a given deployment?

9. What report assists commanders in the C-rating process?

10. What listing reflects all items authorized, on hand, and due-out to MSK/WRSK kits?

646. Cite principles concerning mobility deployment procedures for equipment.

Deployment and Transfer of Equipment. CEMO determines the items and quantities of equipment to be designated for mobility use and those to be included in deployment planning on the basis of applicable allowance documents. All types of equipment are included in mobility equipment.

The term transfer is a deployment, an exercise, or a rotation known to be more than 120 days' duration. When deployment is under this condition, the deployed items' accountability is transferred to the designated support COS. When a deployment is fewer than 120 days, it is referred to as a short term deployment. Under short term deployment procedures, property accountability remains with the support COS from which the unit is deploying. When the duration of the deployment, exercise, or rotation can't be determined at the time of deployment, property accountability is not transferred to the gaining COS. If you later determine that the duration of deployment will exceed 120 days, you transfer property accountability to the gaining COS.

Prior to rotation, deployment, or unit moves, the losing CEMO advises the COS whether accountability is to be transferred to the gaining base or retained with the home base. When accountability is being transferred, the losing and gaining CEMOs mutually establish the effective date of accountability transfer and provide the losing base with the gaining base location code, SRAN, and where possible, the gaining organization, system designator, and shop codes.

The commander of the deploying organization, in coordination with the COS, designates an individual as property custodian of the equipment involved. The commander ascertains that former equipment custodians are relieved of property responsibility. The property custodian is responsible for the equipment deployed. The custodian retains that responsibility until either the equipment is returned to the home base custodian(s) or accountability is assumed by the gaining base.

In addition to having property responsibility, the property custodian:

a. Acts as the single contact point in the organization for coordination of equipment matters with the losing/gaining COS.

b. Ensures that the selection of items to be deployed is coordinated with EMS.

c. Ensures that all necessary products are in his or her possession prior to actual departure.

d. Records all changes in equipment balances that occur en route, on the consolidated deployment listing/custody receipt transfer document, or AF Form 2009-1, as appropriate. Documentation to support all changes must be prepared or obtained.

Authorized/in-use detail records are updated through the use of TRICs FME and FED. These two inputs allow the transfer of EAID (equipment authorization inventory data) assets from authorized/in-use detail records at one base to in-use details at another base without processing through the Air Force stock fund.

TRIC FED is used to establish EAID accountability. The FED processed by the gaining base must be processed with the same shipping document number used by the shipping activity. This is essential to ensure that intransit files maintained by the USAF equipment data bank (C008) are updated properly.

TRIC FME is used to terminate EAID accountability and produce applicable shipping documents or custody receipt transfer documents when EAID accountability is transferred. TRIC FME is also used to flag authorized/in-use detail records with a deployed flag, when EAID accountability is not transferred. When equipment is returned from deployment, TRIC FME is again input to remove the deployed flag. When TRIC FME is used to place the deployment flag on authorized/in-use detail records, shipping documents are not produced.

TRIC FME may also be used to obtain a wide variety of products. One of the most useful products is the review/stock number sequence listing. This listing allows management personnel to select detail records for review and validation prior to actual transfer to ensure that the selection options are correct and desired output is produced. Use of other options with TRIC FME provides output products that may be used for input at the base receiving the deployed equipment.

MAJCOM notifies its subordinate bases of scheduled deployments 90 days prior to the effective date or as soon as possible when notification of the transfer is less than 90 days. Normally, logistics and operations plans prescribe specific lists of equipment for deployment. These plans usually outline both supply and logistics responsibilities for each deployment condition.

Short term deployment. Prior to short term deployment of in-use equipment, EMS in conjunction with the deploying unit, determines those assets required for deployment. EMS processes an FME review to list the detail records selected for deployment. When time permits, two copies of the review/stock number sequence listing may be forwarded to the gaining base for annotation of items and quantities that can be made available to support the deploying unit. Items to be made available at the gaining base should not be transferred with the deploying unit.

In conjunction with processing short term deployments, an option is provided to transfer selected detail records to a new custody receipt account code. When deploying a portion of the quantity maintained on authorized/in-use detail records or when the deployment affects more than one organization custody receipt account, deployed detail records and quantities must be maintained on separate custody receipt account codes. If a new gaining account code is needed, ensure that it will not duplicate an established custody receipt account code. After preliminary processing has been completed, EMS prepares the necessary FME input(s) to effect a deployment of selected detail records and quantities.

The output listing, custody receipt transfer document, is used to transfer responsibility to the custodian accountable for the equipment during the deployment. After obtaining the property custodian's signature(s), copy 1 is filed in the custody receipt jacket file for the duration of the deployment. Copies 2 and 3 are retained by the property custodian. Copy 4 is forwarded to the parent CEMO. Copy 5 is forwarded to the deploying base's CEMO if different from the unit's parent command.

When requested by the deploying unit, AF Forms 2009-1 are produced for each item deployed. These forms are produced by processing the R10/GV813 report. The property custodian is responsible for obtaining and preparing documentation necessary to support any change in equipment balances during deployment. If documentation is processed at the deployed base, it must be returned with the custody receipt transfer document upon redeployment.

Unit commanders ensure that assigned individuals are preselected to serve as equipment custodians on all unit deployments. These individuals are identified to the host COS for necessary custodian training.

Upon receipt of the movement review/stock number sequence listing, the gaining COS reviews base assets to determine those items and quantities (including WRM and joint use) that can be applied against the deployment. Those items and quantities available are annotated on the listing. One copy is filed in suspense and the other is returned to the deploying COS.

Upon arrival of the deployed unit, those items and quantities indicated on the suspended listing are custody receipted to the deployed unit property custodian. Care must be taken to ensure that when the availability of an item changes, the deploying base is notified.

Upon termination of the short term deployment, items issued at the deployment base are returned before departure of the deployed unit. Upon return from deployment, EMS prepares the FME input(s) necessary to delete the deployed flag, and when appropriate, transfer the deployed detail records back to the original custody receipt account code. The transactions that occurred during deployment, using the AF Forms 2009–1 and documentation provided by the custodian as authority for EAID update, are processed. After all documentation has been processed, an inventory is conducted.

Long term deployment or transfer. Normally, logistics or operations plans prescribes specific lists of equipment for deployment. These plans normally outline both Supply and Logistics responsibilities for each deployment condition. The minimum actions required by the COS to prepare for a deployment or movement of a unit(s) are:

a. In conjunction with the appropriate custodian, staff agencies, logistics, etc., review the CA/CRL and determine equipment that is to be transferred.

b. Verify with the applicable CEMO that accountability is to be transferred.

c. If vehicles (REM) are to be transferred, obtain vehicle registration numbers since individual FME cards must be input for each registration number.

d. Obtain the names of custodians who will deploy with equipment or handcarry supply documentation to the deployment base.

e. Determine if due-ins/due-outs are to be canceled or remain in the SBSS data base. Factors such as the urgency of need by the unit before and after transfer, avoidance of excessive shipping costs, and availability of the item from base sources must be considered prior to cancellation action.

f. EMS should process an FME review for those items scheduled for movement at least 90 days prior to the effective date, or as soon as possible when notification of transfer is less than 90 days. Two copies of the review/stock number sequence listing are sent to the deployment base requesting annotation of those items and quantities that will be made available for the deploying unit's use. Items that are not required or authorized at the deployment base are also annotated.

Upon receipt of the annotated listing from the deployment base, EMS, in conjunction with the custodian, logistics, and appropriate staff agencies, finalizes the list of equipment to be deployed or transferred. An FME is input to transfer the selected items. A shipping destination record is loaded for the ship-to SRAN. This provides a complete mailing address when shipping documents are output. Property is shipped on DD Forms 1348–1.

Depending on the type of documentation option used in the FME input, the following products can be produced: DD Form 1348–1 (shipping document), FIL/FED (equipment/WRM receipt transfer) cards, AF Form 601, or DD Form 1348–6 that are related to transferred L and P stock-numbered items. You prepare a cover letter, attach the produced products, and forward the package to the deployable EMS. A copy of the final review/stock number sequence listing or custody receipt listing, which is updated to reflect the items and quantities transferred, is sent to the deployment base's CEMO.

Upon receipt of the review/stock number sequence listing from the deploying base, an organization cost center record (OCCR) and custody receipt account code are established for the deploying unit. All base assets are examined to determine those items that can be applied against the deploying unit's requirements. Annotate the listing with items and quantities that will be made available, items and quantities that will not be authorized at the gaining base, and the organization and the custody receipt account code(s) that will be used to receive the movement. One listing is returned to the deploying base. Using the other as a work list, issue/transfer (FET) those items that may be applied against the gaining unit's requirements. When loading authorized/in-use details records for these items, use the review/stock number sequence listing indicative data and document number, updated with the new organization and shop code, and change the authorized quantity to equal the issue quantity.

The property custodian signs and delivers two copies of the custody receipt transfer document and FIL/FED cards to the gaining EMS.

The custody receipt transfer document received from the deploying EMS is used to verify that the documentation received from the custodian is complete. All line items must have corresponding transfer cards, and any difference in quantities must be supported by appropriate documentation.

After all items have been processed correctly, an inventory of the transferred items is conducted and adjustments are processed if required. New CA/CRLs are produced for each custody account affected by the transfer to replace the custody receipt transfer documents.

Exercises (646):

1. What term defines an exercise that is known to be more than 120 days' duration?

2. Under short term deployment procedures, where is property accountability maintained?

3. How are authorized/in-use details updated?

4. During a deployment, what TRIC is used to establish EAID accountability and what TRIC is used to terminate EAID accountability?

5. What listing is sent to the gaining base for annotation of items and quantities that can be made available to support the deploying base?

6. Who is responsible for obtaining and preparing documentation necessary to support any change in equipment balances during deployment?

7. Upon return from deployment, what input is necessary to delete the deployed flag and to transfer the deployed details back to the original custody receipt account code?

8. During long term deployments, what input transfers selected items?

9. What form is used to transfer property on long term deployments?

10. What is used to verify that the transfer documentation received from the custodian is complete?

5-3. Wartime Processing

SBSS processing changes when we're involved in wartime activities. Reports and listings are produced based on their assigned wartime codes and wartime processing codes.

647. Identify the objective and codes used during wartime processing.

Objective. The overall objective of wartime processing procedures is to allow maximum online use of available automatic data processing equipment (ADPE) and personnel resources to support combat missions. The procedures authorize the COS and MAJCOM/LGS the authority to determine when wartime processing is started and stopped. Functional tasks and ADPE processes that aren't vital to the support of the combat mission are reduced or eliminated.

Wartime Codes. The two codes used to determine which reports and listings are needed during wartime are the wartime category (WC) code and the wartime processing codes (WPC).

Wartime category (WC) codes. The wartime category code for each SBSS is determined by either the COS or MAJCOM/LGS. The WC is based on the wartime tasking and logistical support to be provided to the combat units. Codes and their definitions are:

WC	*Definition*
1	SBSS directly supporting combat units, activities, or operations.
2	In-theater SBSS logistically supporting units at category 1 bases.
3	CONUS (continental US) or safehaven bases logistically preparing units for deployment or logistically supporting deployed units located at category 1 or 2 bases.
4	SBSS not in category 1, 2, or 3. During peacetime, all bases are in category 4.

Wartime processing codes (WPC). These codes specify the wartime processing requirements or options available for ADPE processing and performance of functional requirements. This code is used in conjunction with the WC. Codes and their definitions are:

WPC	*WC*	*Definition*
MAND	1, 2, 3, or 4	Mandatory. Required by SBSS software or regulatory policy or is essential to logistically support combat units.
DLYD	1, 2, or 3	Can be delayed without impairing mission support, inventory control, or violating regulatory policy.
TERM	1, 2, or 3	Can be terminated without impaired mission support, inventory control, or violating regulatory policy.
OPTL	1, 2, or 3	Optional or as required to assist in providing mission support or maintaining inventory control.
NORM	3 or 4	Normal as during peacetime.

Exercises (647):

1. What is the overall objective of wartime processing procedures?

2. What code is based on the wartime tasking and logistical support to be provided to the combat units?

3. What code specifies the wartime processing requirements or options available for ADPE processing and performance of functional requirements?

5-4. Combat Follow-On Supply Support System (CFOSS)

CFOSS provides the capability for bases to identify, compute, assemble, and ship spare parts from available operating stocks to support wartime deployed forces. These spare parts are used to extend supply support after the WRSK has been depleted until normal supply can be established. These spares are shipped as a follow-on spares kit.

648. State procedures related to CFOSS.

Follow-On Spares Kit (FOSK). FOSK is an air transportable package of selected peacetime operating stocks, repair parts, and supplies intended to deploy with a follow-on maintenance capability and to sustain planned wartime activities for a specific period of time. FOSK is deployed as an integral part of the intermediate maintenance unit type code (UTC).

Peacetime Procedures. FOSK unique organization cost center records (OCCR) are assigned and loaded. At least one OCCR must be set up within each system designator for each authorized FOSK. The following products are processed:

a. FOSK computation/recomputation (R15/GV890).
b. SRD file update (R05/GV849).
c. SRD demand data analysis (R37/GV853).

The R15 produces a review list for economic order quantity (EOQ) and repair cycle items. TRIC FMK cards are also output. These cards are used to create FOSK details after the user review process.

The review process requires close coordination with Maintenance Materiel Control and the maintenance activities. The responsible organization and shop for review must be determined. During the review process, you should consider adjusting the requirements for low peacetime, high wartime usage items, and common items that may not have been identified to a specific standard reporting designator (SRD).

The FOSK analysis report (R18/GV891) is processed any time after the initial load of the FOSK detail. The R18 is used to obtain a point-in-time look at the capabilities to support an FOSK from available assets. The R43, MSK/WRSK inventory/list, is also processed to ensure that no due-outs are established for FOSK details and that no on-hand balances are on the FOSK details. If due-outs exist, you process due-out cancellations (TRIC DOC). If on-hand balances appear, you process turn-ins (TRIC TIN).

Wartime Procedures. Wartime processing procedures are not accomplished unless they're specifically directed by MAJCOM. When directed by MAJCOM to assemble a FOSK package, the assembly and shipping base processes all serviceable DIFM turn-ins, post-post documents, and receipts to ensure that the maximum number of assets is available to apply against the FOSK requirements. Warehouse space is designated as a FOSK assembly and staging area.

Program GV892/R19, FOSK issue/FMK producer, is processed. Output from the R19 includes issues, turn-ins, and FMK cards. The issue cards are processed to move the serviceable balances from the item records to the FOSK details. The turn-in cards are processed to generate FOSK issues from supply point details. The property and documentation (DD Form 1348-1) are sent to the assembly area. The FOSK cards are processed to assign the FOSK location to the detail. An R43 is processed which accompanies the CFOSS documentation package to the gaining base. The R43 provides interchangeable and substitute group (ISG) relationships.

Program GV813/R10, print manual supply accounting record, is processed to produce AF Forms 2009-1 for FOSKs being shipped to manual operating locations. Program GV853/R37, SRD demand data analysis, is processed to produce mission change cards. These cards are sent to the gaining base to increase demand data.

The shipping base COS determines the fastest method of transferring FOSK upload records and transfer documentation. Whenever possible, FOSK documentation should be handcarried. FOSK upload records and transfer documentation should be marked properly to indicate package contents, shipping and receiving accounts, and packaged to prevent deterioration by the elements. The shipping base retains a duplicate copy of all FOSK upload and transfer documentation for backup in the event the original documentation is lost or destroyed.

The gaining base assigns and loads unique OCCRs. The organization and shop codes in the FMK cards are validated and changed as needed. FOSK details are loaded by processing FMK receipt cards (TRICs FIL and FMK). Mission change cards (TRIC 1SD) are processed to adjust the demand level for wartime operations. If automated processing is delayed at the gaining base, you can use the R43 for post-post issue processing.

Exercises (648):

1. What is a FOSK?

2. What product is used to obtain a point-in-time look at the capabilities to support an FOSK from available assets?

3. Looking at the R43, you find due-outs. What action do you take?

4. What is output from processing the R19?

5. How are FOSK details loaded at the gaining base?

6. If automated processing is delayed at the gaining base, what product can you use for post-post issue processing?

CHAPTER 6

Combat Supply Activity

THE INSTABILITY of current world situations requires all branches of the services to be ready in case of an emergency. Because of this need to be ready, the Air Force combat supply activity was established. This chapter deals with this activity and includes the functions and procedures used in its operation.

6-1. Functions and Responsibilities

The combat supply activity (CSA) is an extension of the owning SBSS organization. The organizational structure of the CSA may vary, depending upon the type of deployment, anticipated workload, maintenance concept to be employed, length of deployment, etc. This section covers the functional responsibilities of those involved in the activity and the interface of the CSA with the SBSS.

649. Specify functions and responsibilities of the combat supply activity (CSA) and how it interfaces with the SBSS.

Functions. The functional responsibilities of those involved in the combat supply activity are many. However, this section covers only a portion of those mentioned in AFM 67–1, Volume II, Part Three, *Combat Supply Procedures*.

COS (owning SBSS). The COS is responsible for the efficient operation of the CSA. The COS is the accountable officer, according to AFR 20–14, and delegates necessary authority to the CSA supervisor to operate the deployed supply activity. In addition, the COS is responsible for the following:

a. Establishing and conducting an effective training program to ensure that each individual follows current procedures for the task assigned.

b. Acting as approving and certifying authority for inventory adjustments.

c. Ensuring that the WRSK/MSK and required manual accounting records are prepared for deployment.

d. Notifying the supervisor of any changes to the logistics support decisions after the initial deployment.

e. Appointing an SBSS project monitor to coordinate supply support needs for the deployed CSA.

COS (lateral SBSS). The COS at the lateral SBSS is responsible for the following:

a. Appointing a project monitor to coordinate supply support needs for activities as required by deployment plans, appropriate operations plans, and orders.

b. Processing lateral support requisitions for the CSA and ensuring that assets are quickly processed and moved to the transportation activity.

c. Accomplishing MICAP reporting for the CSA.

d. Processing unserviceable assets received from the CSA to repair facilities.

e. Performing research for nonlisted or part numbered requirements when requested by the CSA.

f. Ensuring that the correct shipping destination address is loaded for the CSA.

CSA supervisor. The supervisor's functions include the following:

a. Responsibility to and acting for and in the name of the COS in all matters pertaining to the CSA.

b. Supervising all CSA personnel and ensuring their compliance with procedures.

c. Recommending operational and procedural changes when needed.

d. Ensuring compliance with deployment and operations plans.

e. Ensuring that required records, listings, manuals, etc., are obtained and packaged for deployment.

f. Coordinating and assisting in transfer actions between the losing and gaining SBSS when accountability is transferred during deployment.

g. Determining the method for sending supply transactions to owning and lateral SBSS.

Property accounting function. This activity performs the following functions:

a. Receiving and processing supply demands.

b. Performing quality control of requests prepared and processed.

c. Performing research, as needed, to identify part numbered requests.

d. Maintaining a suspense system to ensure the timely processing of all issue requests.

e. Preparing shipping documents to return assets to the owning or lateral SBSS.

Storage and related functions. Some of the activity's functions include the following:

a. Performing receipt, storage, issue, turn-in, and shipment functions.

b. Establishing property receiving, holding, and shipping areas.

c. Protecting property from the elements.

d. Establishing and maintaining a secure storage area for handling classified and sensitive items and providing security control according to DOD 5200.1–R/AFR 205–1, *Information Security Program*.

e. Delivering assets to customers at mutually agreed upon delivery points. (Transportation of assets between Supply, customer acceptance points, maintenance activities, and Transportation depends upon the availability of vehicles and materiel handling equipment.)

Interface with the SBSS. Materiel assets deployed to forward operating locations or to sites where no supply account exists are accounted for by the owning SBSS, as prescribed by AFM 67–1, Volume II, Part Two, *USAF Standard Base Supply System*. Manual accounting records are used to record supply transactions that occur while units are deployed. These supply transactions are prepared and transmitted to the owning SBSS for processing. The CSA supervisor at the deployed location functions as the agent for the accountable (owning) SBSS COS. The CSA receives materiel and supply documentation from the SBSS.

Exercises (649):

1. Match the responsibility in column A to the function in column B.

Column A

_____(1) Ensures compliance with deployment and operations plans.
_____(2) Acts as approving and certifying authority for inventory adjustments.
_____(3) Protects property from elements.
_____(4) Accomplishes MICAP reporting for the CSA.
_____(5) Receives and processes supply demands.

Column B

a. COS (owning SBSS).
b. COS (lateral SBSS).
c. CSA supervisor.
d. Property accounting function.
e. Storage and related functions.

2. Who functions as the agent for the accountable (owning) SBSS COS?

650. Cite accounting procedures used in the CSA.

Accounting Records, Forms, and Files. This section examines the various files, forms, and records—as well as methods and procedures related to these—used for manual inventory accounting of assets in the CSA.

Manual Supply Accounting Record (AF Form 2009–1). A separate AF Form 2009–1 is required for each stock numbered item assigned a WRSK/MSK detail document number. It is produced as required either at the time of deployment or while deployed. If produced on the SBSS S1100/60, the forms are printed in document number sequence for cross-referencing the preferred items to substitutes.

The AF Form 2009–1 method of record balance keeping is the most desirable. It provides a register of transactions that have occurred against an item. This is particularly useful during research required in support of inventory adjustments. Figure 6-1 illustrates the elements of an AF Form 2009–1.

DOD Single Line Item Release/Receipt Document (DD Form 1348–1). This form is used for gain and loss transactions and as documents for the due-out and lateral due-in files. When filled out in any of the specified formats, the DD Form 1348–1 becomes the auditable source document that must be filed in the owning SBSS document control file.

Register of Control Numbers (AF Form 115a). AF Forms 115a are used to record two types of control numbers: (1) organizational document numbers and (2) MILSTRIP requisition/shipment document numbers. A separate register is required for each. Figure 6-2 illustrates the organizational document number register.

MSK/WRSK inventory/list (R43). This list is provided by the SBSS at the time of deployment. You may use it in place of AF Form 2009-1 to record stock balance changes. Its primary purpose, however, is to set up beginning inventory balances for deployed WRSK/MSK and to provide kit locations and indicative data.

The R43 list does not have enough space to neatly record more than one or two supply transactions. Therefore, you should use this method of recording balance changes only during deployed operations of short duration and low activity.

Customer due-out files. This file consists of issue (ISU) documents (DD Forms 1348-1) for each customer due-out. Remove the DD Forms 1348-1 from the due-out file when the due-out is either released to the customer or cancelled.

Lateral due-in status/followup file. This file consists of DD Forms 1348-1 in the MILSTRIP requisition (AOA) format for each lateral requisition. Remove the DD Forms 1348–1 from the due-in file when the due-in is either received by the deployed supply activity or cancelled. Record the supply status or followup action on the DD Form 1348–1.

Due-in from maintenance (DIFM) suspense file. This file consists of copy 4 of each repair cycle issue document. It is used to record locally required information or status concerning an item other than "in maintenance" status.

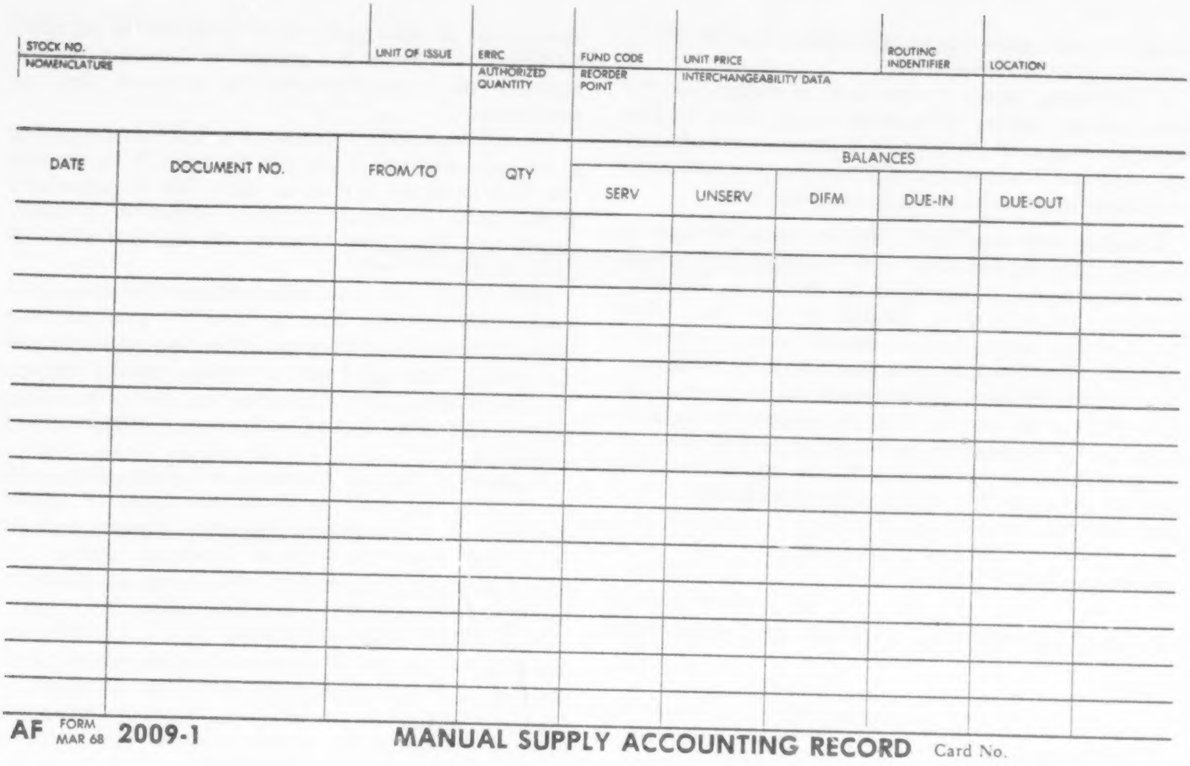
Document control file. The following files are document control function files. They provide the nucleus for ensuring that an audit trail is maintained.

a. AF Form 115a, Register of Control Numbers.

b. Source document file (usually copy 1 of all DD Forms 1348–1).

c. Document control backup files. Duplicate copies of source documents held at the deployed location.

Other required and optional files, listings, and documents. Required listings include a listing of organizations and shop codes to be supported and letters of



STOCK NO. | UNIT OF ISSUE | ERRC | FUND CODE | UNIT PRICE | ROUTING INDENTIFIER | LOCATION

NOMENCLATURE | AUTHORIZED QUANTITY | REORDER POINT | INTERCHANGEABILITY DATA

DATE	DOCUMENT NO.	FROM/TO	QTY	BALANCES					
				SERV	UNSERV	DIFM	DUE-IN	DUE-OUT	

AF FORM MAR 68 2009-1 **MANUAL SUPPLY ACCOUNTING RECORD** Card No.

Figure 6-1. AF Form 2009-1 (extract).

authorization to receipt for property. Optional files include a quick reference listing, interchangeability and substitute (I&S) group listing for MSK/WRSK FSG, mobility bench stock listing, and the R23, consolidated custody receipt listing.

Exercises (650):

1. What form is required for each stock numbered item assigned a WRSK/MSK detail document number?

2. What method of record balance keeping is the most desirable in the CSA?

3. When filled out in any of the specified formats, DD Form 1348–1 becomes the auditable source document. Where must it be filed?

4. What may be used in place of AF Form 2009–1 to record stock balance changes?

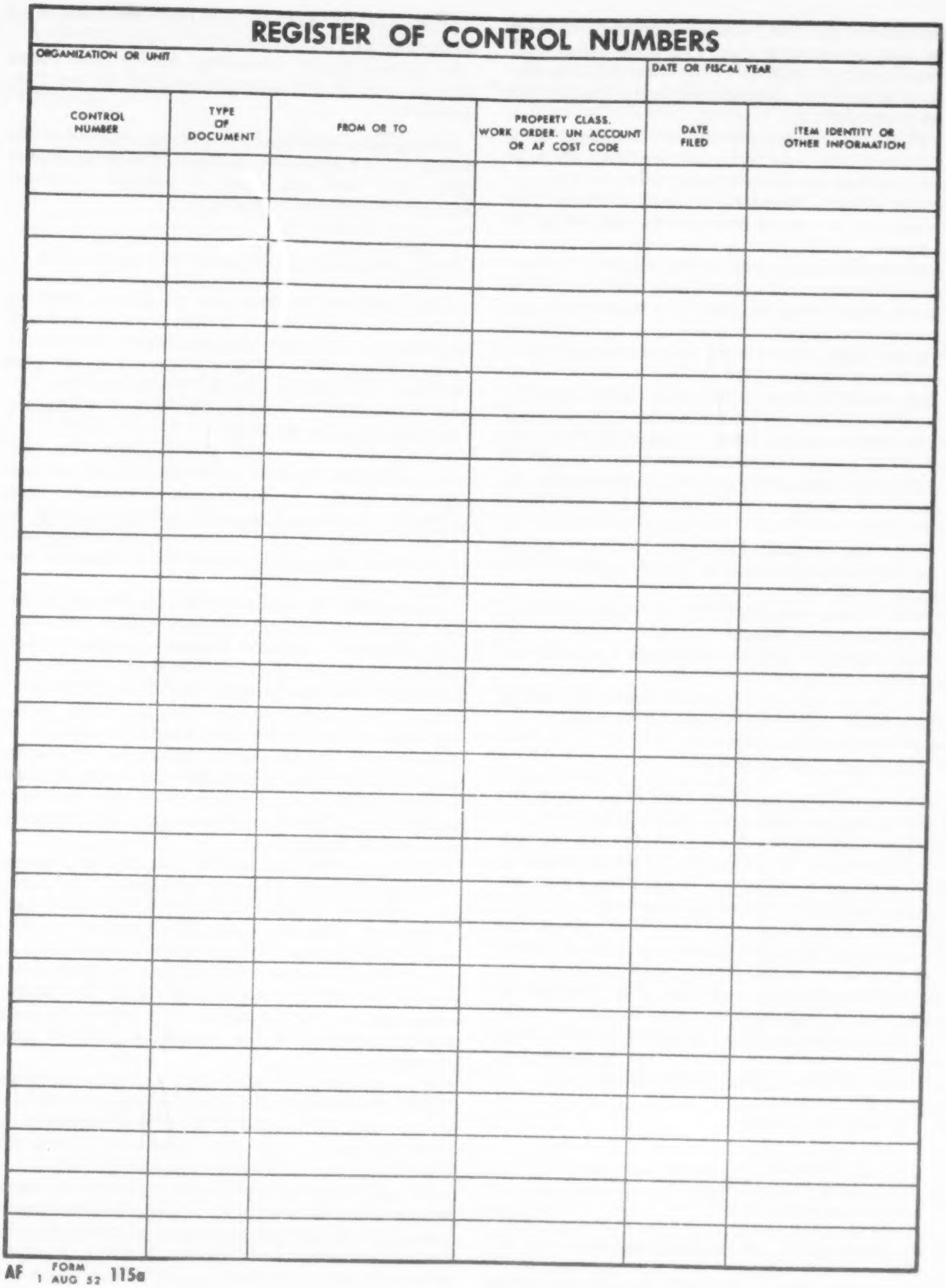
5. When are DD Forms 1348–1 removed from the due-out file?

651. Identify formats, form entries, and other procedures concerning document control; and relate document file categories to selected documents/files.

Document Control Procedures. This section discusses procedures for document control and the transmission of interface transactions to the owning SBSS.

Organization codes. During deployments, the organizational codes used by the customer are the same as those used at the home base. When accountability is transferred between SBSSs, the gaining SBSS must provide new organization codes.

Document number formats. Two document number formats, organizational and MILSTRIP, are used by the CSA.



REGISTER OF CONTROL NUMBERS

ORGANIZATION OR UNIT

DATE OR FISCAL YEAR

CONTROL NUMBER	TYPE OF DOCUMENT	FROM OR TO	PROPERTY CLASS. WORK ORDER. UN ACCOUNT OR AF COST CODE	DATE FILED	ITEM IDENTITY OR OTHER INFORMATION

AF FORM 1 AUG 52 115a

Figure 6-2. AF Form 115a (extract).

Organizational document numbers are composed of an activity code, organization code, shop code, Julian date, and serial number. (EXCEPTION: The serial number portion of MSK/WRSK document numbers is constant and will not be changed.)

MILSTRIP document numbers are composed of a SRAN, Julian date, and serial number. Both of these document numbers are controlled with AF Forms 115a.

Register of control numbers. Separate AF Forms 115a are maintained, as previously stated, for controlling the serial numbers of the two types of document numbers. When the last document number on the form is used, keep the form and continue in sequence on the next form. Errors must not be erased. Instead, draw a line through the error and post the corrected entry on the next line. Use a ballpoint or ink pen to post all entries on the AF Form 115a. Refer to figure 6-2 for an example of this register.

Quality control. Just as the document control personnel in the SBSS must perform quality control, CSA personnel must also perform quality control. Perform the following quality control checks on each document before filing it:

a. Make sure that a valid customer signature appears on all issue and due-out release documents, DD Forms 1348–1.

b. Check that the poster's initials and the date the item was posted to the accounting record appear on all documents in block DD.

c. Verify that an inspector's signature appears on the turn-in and shipment documents in block 8.

d. Verify that an in-checker's signature appears on the receipt documents in block 14.

e. Be certain that all supporting documents, such as certificates and research worksheets, are attached to the inventory adjustment documents.

f. Ensure that all entries are legible.

Discrepancies must be corrected before filing and transmitting the documents to the owning SBSS.

Delinquent documents. A document that has not been completed, posted, and filed in the document control file within 3 workdays is delinquent. The CSA supervisor must take action daily to clear delinquent documents.

Document files. Three categories of document files exist: (1) accountable source document files, (2) other accountable documents/files, and (3) other files.

Accountable source document files. File documents in document number sequence in the order they were assigned on the AF Form 115a. Keep a duplicate file when these documents are sent to the owning base for processing. Documents (DD Forms 1348–1) in this file are:

a. Issue (ISU/MSI).
b. Due-out release (DOR).
c. Turn-in (TIN).
d. Shipping (SHP/TIN).
e. Receiving (SHP/A2x/ISU/DOR).
f. Inventory adjustment (IRC).
g. Certificate of adjustment (DD Form 1348–1 or letter).
h. Certificate of receipt for classified item.

Other accountable documents/files. The following documents and files are accountable, but they are not sent to the owning base for processing.

a. Registers of Control Numbers (AF Forms 115a), filed in ascending serial number sequence.

b. Manual Supply Accounting Records (AF Forms 2009–1), filed in the sequence specified by the CSA supervisor.

Other files. The files listed here are not sent to the owning base for processing. Maintain them as specified in AFM 67–1 and use them to research inventory discrepancies at the end of deployment.

a. DIFM suspense file.
b. Due-out file.
c. Due-in file.

Lost documents. A search must be made to locate any missing document. When a document cannot be found, prepare a new document using information from the AF Forms 115a and 2009–1 or the customer's copy. Annotate the recreated document with the statement, "This is a copy—original lost," and the CSA supervisor's signature. Then process and file the document.

Authorization to receipt for property. The unit commander gives the CSA supervisor a list of personnel authorized to sign for the receipt of property. These individuals are the only personnel authorized to sign for property issued by the CSA. If possible, this action should be completed before deployment. These procedures also apply to classified property.

Transmission of Documents to the Owning SBSS. CSA transactions are sent to the owning SBSS at intervals determined by logistics support decisions. These transactions are assembled in batches, and each batch is assigned a serial number consisting of the SRAN of the account, the Julian date, and a batch serial number beginning with 01. Numbers are assigned in sequence for the duration of the deployment. Ensure that all interface transactions sent to the owning SBSS are securely bound or fastened together, and place them in a mailing or shipping package to ensure that these documents are not damaged or made illegible during transit.

The owning SBSS ensures that documents are processed in transmission batch sequence. Consequently, the owning SBSS must not process documents with a higher batch number until after the missing batch number has been received and processed. When a batch of documents is not received by the owning SBSS, the war readiness section requests that the CSA supervisor recreate the interface transactions from the document control backup file and to retransmit them using the original transmission batch number.

When the source document files are sent to the owning SBSS for processing, matching documents in the duplicate file are bound and marked. If the original documents are lost at that time, a "true copy" is prepared from this file, marked appropriately, and sent to the owning SBSS.

The war readiness section prepares and inputs the correct document identifier code (DIC) or transaction identification code (TRIC) for each document received, except for bench stock and equipment issue requests. Bench stock requests are sent to the bench stock support section. Equipment requests are forwarded to the equipment management section. All rejects are corrected and reprocessed. After all processing actions have been completed, each accountable CSA document is sent to the document control section.

Exercises (651):

1. When accountability is transferred between SBSSs, who provides new organization codes?

2. What are the two document number formats used in the combat supply activity?

3. During quality control, DD Forms 1348–1 must be checked to ensure that certain information is entered in block DD. What are these entries?

4. A document becomes delinquent after how many days?

5. Match each category of document files in column B with a related document/documents in column A. Each item in column B may be used once, more than once, or not at all.

Column A	*Column B*
_____ (1) Registers of control numbers.	a. Accountable sources document files.
_____ (2) Inventory adjustment.	b. Other files.
_____ (3) Certificate of receipt for classified item.	c. Other accountable documents/files.
_____ (4) DIFM suspense file.	d. Lost documents.
_____ (5) Receiving (SHP/A2x/ISU/DOR).	
_____ (6) Due-in file.	
_____ (7) Certificate of adjustment (DD Form 1348-1 or letter).	

6. When a document is lost, what statement must appear on the recreated document?

7. Who is responsible for entering the DIC/TRIC on each document received and ensuring that the transaction processes?

6-2. Property Accounting

In every phase of the supply operation, property must be accounted for in some manner. In the CSA, this is accomplished through the use of approved procedures for the issue, requisition, due-out release or cancellation, and turn-in of property.

652. Cite selected procedures used in the preparation and processing of issue requests.

Preparation and Processing of Issue Requests. This section provides procedures for preparing and processing issue requests at deployed locations using the CSA procedures.

Method of submission. Requests for supplies are sent to the CSA from supported customers by hand, radio, or telephone. Requests are prepared on DD Form 1348–1. Requests may be submitted using either a national stock number (NSN) or a part number. If a part number is used, technical data or other references must be furnished at the time of submission. Quick reference numbers may be used at the option of the MAJCOM.

Preparation of issue requests. Upon receipt of a demand for supplies or activity code P items, you prepare a DD Form 1348–1. Items are issued using either TRIC ISU or MSI.

TRIC ISU is used to establish a customer due-out, when MSK/WRSK assets aren't available to satisfy customer demands. A copy of the customer's due-out (ISU) is forwarded to the owning SBSS. The owning base then ships (issues) the asset to the CSA.

TRIC MSI is used to issue on-hand MSK/WRSK assets to customers. The replenishment code on the document notifies the owning SBSS if the item issued from the MSK/WRSK is to be replenished.

Issue processing. The MSK/WRSK inventory/list (R43) or the AF Forms 2009-1 are screened to get the storage location and determine asset availability, including substitute items.

If assets are available, a DD Form 1348-1 is prepared using TRIC MSI. Upon its issue to the customer, the date is entered in block 13; and it is signed by the recipient in block 14 with his or her name being printed in block 15. The signed form is distributed as follows:

a. Copy 1 is sent to the owning SBSS Document Control. If a repair cycle asset was issued, copy 1 is filed with copy 4 and is sent to the owning SBSS when a like item is turned in.

b. Copy 2 is given to the customer.

c. Copy 3 is put into the CSA document control backup file.

d. Copy 4, if a repair cycle item, is forwarded to the CSA DIFM suspense file. If the item is not a repair cycle item, this copy may be destroyed or used as determined locally.

If assets are not available, the requirement must be checked with the requesting activity to determine whether or not a MICAP condition exists. MICAP checklists are used to ensure that all local resources are exhausted before submitting a MICAP request. The checklist must be certified by the CSA supervisor or that official's designated representative.

If the requirement is valid, TRIC ISU is entered on the DD Form 1348-1. The form is distributed as follows:

a. Copy 1 may be used to submit requests to the owning SBSS if mail is the method of submission. Copy 1 is filed in the due-out suspense file when the asset is requisitioned by other means.

b. Copy 2 is given to the customer.

c. Copy 3 is either placed in the due-out suspense file if copy 1 is mailed to the owning SBSS or destroyed.

d. Copy 4 is placed in the CSA document control backup file.

The document control copy of the issue request, TRIC MSI, is used to post the transaction to the AF Form 2009–1 or R43. The transaction is posted to decrease the on-hand balance and, if the WRSK/MSK is to be resupplied, increase the due-in balance. Postings are not entered to increase the due-in balance if the WRSK/MSK is not to be resupplied. After all entries have been made, the individual who is posting should initial and date the DD Form 1348–1. Rubber stamps may be used to imprint necessary information.

Copy 2 of the issue request, TRIC ISU, is used to post back-order transactions to the AF Form 2009–1 or R43. The transaction is posted to increase both due-out and due-in balances. The individual who is posting should date and initial the DD Form 1348–1.

Exercises (652):

1. What methods are used to submit issue requests to the CSA?

2. What form is prepared upon receipt of a request for a supply item?

3. What is used to get the storage location and determine asset availability, including substitute items?

4. What TRIC is used to issue on-hand MSK/WRSK assets to customers?

5. Which copy of the MSI document is placed in the CSA document control backup file?

653. State the format and procedures used to prepare and submit manual requisitions.

Requisitioning Procedures. This section provides you with information concerning manual requisition procedures for both resupply and immediate requirements not available from the WRSK/MSK. All requisitions are submitted to an SBSS activity whether resupply is being made or only due-outs are being requisitioned.

Requisition format. Requisitions for items obtained from the owning SBSS are prepared in the issue request format. Use the TRIC ISU issue format to requisition assets for organizational due-outs (activity code P or X) or to fill shortages in WRSK/MSK authorizations (activity code U or M).

If requisitions are for items to be obtained from a lateral SBSS, prepare them in MILSTRIP lateral requisition format (TRIC AOx).

If you use AF Forms 2009-1, post the TRIC ISU, MSI, and AOx as due-in. Note, though, that when posting an MSI, you should use the document number of the due-in as the number assigned to the WRSK/MSK detail.

Submission of requisitions. Requisitions are keypunched and submitted by automatic digital network (AUTODIN), if available. When using AUTODIN, requisitions to the owning SBSS require the preparation of DD Form 1392, Data Messageform. DD Form 1392 is not needed for requisitions (TRIC AOA) submitted to a lateral SBSS. If keypunch or AUTODIN isn't available, requisitions may be prepared on DD Form 173, Joint Messageform, or a copy of the DD Form 1348–1 (TRIC ISU, MSI, or AOx) may be mailed to the SBSS.

You may also submit requisitions by telephone. When telephoning requisitions to the owning or lateral SBSS, be sure to annotate the DD Form 1348–1 (TRIC ISU, MSI, or AOx) with the date, time, and person you contacted. Priority requisitions are submitted by the quickest means available.

Assignment of requisition serial numbers. For requisitions to a lateral SBSS, you use the standard MILSTRIP requisition format. Serial numbers are assigned in sequence each day, beginning with 8,000 through 8,599.

Requisitions to the owning SBSS use organizational document numbers. In addition, when submitting TRIC MSI, assign the next available requisition serial number (series 8,000). This serial number is used at the SBSS to eliminate the possible conflict which would exist if more than one issue were made from the same WRSK/MSK on the same day. At the CSA, it prevents establishing duplicate due-ins when more than one issue is made from the same WRSK/MSK on the same day.

Requisition priorities. Requisition priorities are assigned according to the uniform materiel movement and issue priority system (UMMIPS).

The priority is based on the first position of the urgency justification code (UJC) and the force activity designator (FAD) shown on the issue request. The first position of the UJC is the urgency of need designator (UND). The FAD and UND are used to determine the requisition priority.

Lateral due-in file. File a copy of each requisition (TRIC AOx) sent to a lateral SBSS in the lateral due-in file in document number sequence. Use this file to verify the stock number and quantity when receiving assets and to record supply status and followup actions.

No due-in file is established for requisitions sent to the owning SBSS since the documents in the customer due-out file also represent due-ins from the owning SBSS.

Status, followup, and cancellation. Post all status received from a lateral SBSS to the proper document in the due-in file. Also, post all status received from the owning SBSS to the proper document in the due-out file.

Followups are made as needed to obtain the delivery status of priority requirements. When initiating a followup, make an entry on the appropriate due-in and due-out document to record the date of the followup.

At times it is necessary to cancel a requisition. Post cancellations by an SBSS, regardless of the method in which it is received, to the appropriate AF Form 2009–1 to record the cancelled due-in and due-out. You must clear both the due-in and the due-out files and notify the requesting organization.

Mission capability (MICAP) reporting. All MICAP reporting is done by the SBSS that processes the requisition. When processing a MICAP requisition to a lateral SBSS, the CSA prepares a MICAP notification (TRIC NOR). When TRIC NOR is input at the SBSS, it starts MICAP reporting time. You must send the NOR and AOx cards together, regardless of the method of submission you use.

Exercises (653):

1. What format is used to requisition assets for organizational due-outs (activity code P or X)?

2. If AUTODIN is used, requisitions to the owning base require the preparation of what form?

3. How are priority requisitions submitted?

4. How are requisition priorities assigned?

5. Why is a due-in file not established for requisitions sent to the owning SBSS?

6. When a MICAP requisition is processed to a lateral SBSS, what must the CSA prepare?

654. Identify the procedures for due-out release and cancellation.

Due-Out Release and Cancellation. We are concerned with the procedures used to process due-out releases and to cancel due-outs.

Due-out release (DOR). When you process receiving documents for serviceable assets at the CSA that are marked for specific due-outs, you issue them to the organization identified on the DD Form 1348-1. This is because all inventory and financial records have been updated at the SBSS.

Receipts processed for WRSK/MSK records must include a review of customer due-outs to determine whether or not WRSK/MSK assets can be released to satisfy customer requirements.

If due-outs exist, select the due-out with the highest priority and oldest date of original submission from the due-out suspense file. Then you prepare a due-out release (TRIC DOR) document.

Upon release of the asset to the customer, enter the date in block 13. The customer signs in block 14 and prints his or her name in block 15. Attach the document control copy of the due-out release to the document control copy of the receipt.

The signed DD Form 1348–1 is distributed as follows:

a. Copy 1 goes to Document Control. Attach the document control copy of the receiving document. (If the asset is a repair cycle item, place this copy with copy 4 in the DIFM suspense file until the DIFM has been cleared.)

b. Copy 2 is given to the customer.

c. Copy 3 is put in the document control backup file.

d. Copy 4, if the asset is a repair cycle item, is forwarded to the DIFM suspense file. If it is not a repair cycle item, destroy this copy or use it as determined locally.

Due-out cancellation (DOC). If back-ordered items are not obtainable or are cancelled for any reason by the source of supply, notify the requesting organization and give the reason for the cancellation.

Back-ordered requests cancelled by the requesting organization are posted to the AF Form 2009–1. The copy of the back-order request is pulled from the due-out suspense file. Prepare a due-out cancellation (TRIC DOC) and forward it to the SBSS.

Exercises (654):

1. What method is used to select due-outs to be released?

2. Why must you release serviceable assets received from the SBSS to the organization identified on the DD Form 1348–1?

3. Back orders that are cancelled by the requesting organization are posted to what form?

655. Specify the forms and procedures used for turn-ins.

Turn-in Procedures. Just as in the SBSS, turn-ins must be accomplished. This section describes the turn-in procedures used in the CSA.

The materiel condition code and ERRCD of the item being turned in determines the posting requirements, asset disposition, and owning SBSS processing requirements. Turn-in procedures are not used when inventory adjustments are required.

Serviceable items. Before turning in XB3 items, you must ensure that each item you turn in is within the categories of materiel managed and not authorized as mobility bench stock.

Prepare a DD Form 1348–1, TRIC TIN, for the assets being turned in. You can obtain the serial number part of the organizational document number from the applicable AF Form 115a. The field of the TIN contains the MSK/WRSK document number to which the assets are applied. The CSA representative signs the turn-in document. Two copies of this form are sent to the customer. The AF Form 2009–1 is posted to increase the serviceable balance field. The turn-in document is filed in the document control files.

Repair cycle items are accompanied by an AFTO Form 350, Reparable Item Processing Tag. On this tag, you will find the original issue or due-out release document number. When a repair cycle item is turned in without a document number, necessary research action must be taken to determine whether or not the item is being turned in to clear a DIFM. If not, post it to the correct balance field of the AF Form 2009–1, and record it as an inventory adjustment (IRC). If the item is being turned in to clear a DIFM, clear the DIFM record and process the transaction.

Review the documentation for completeness and compatability. Coordinate questionable or incompatible entries with the maintenance activity or have that activity correct them. Remove the DD Form 1348–1 from the DIFM suspense file after completing the initial verification process. Then attach copy 1 of the ISU or DOR to the TIN and destroy copy 4. Next, prepare the DD Form 1348–1 in the TIN format using the AFTO Form 350. Date and sign the DD Form 1348–1 in blocks 13 and 14. Post the applicable records to decrease the DIFM balance and increase the serviceable balance fields. Put both the issue and the turn-in in the document control file.

Unserviceable items. Unserviceable XB3 items are not turned in nor are they thrown away if they have scrap value.

Ensure that all repair cycle items are accompanied by an AFTO Form 350. After completing the initial verification process, remove the DD Forms 1348–1 from the DIFM suspense file, hold copy 1 of the ISU or DOR for the TIN, and destroy copy 4. But if the item is turned in without a document number, take the same action as you would take for a serviceable item.

Disposition of repair cycle items is related directly to the logistics support decisions. The item may be shipped or held. When reparables are being held, prepare a DD Form 1348–1 in the TIN format. You may use the AFTO Form 350 to prepare the TIN document. Then date and sign the DD Form 1348–1 in blocks 13 and 14. Next, post the records to decrease the DIFM balance and increase the unserviceable balance. Then, move the property to its storage location. File the ISU, DOR, and TIN documents in the document control file.

Equipment items. Normally, unserviceable equipment items that require replacement are accepted for turn-in and shipment processing by the CSA. In these instances, the custodian prepares an AF Form 2005 while the combat supply activity prepares a DD Form 1348–1 (TIN) and processes the property to Transportation. No combat supply activity manual records are updated.

Exercises (655):

1. Concerning turn-ins, what determines the posting requirements, the asset disposition, and the owning SBSS processing requirements?

2. On a turn-in of a serviceable XB3 item, where do you find the serial number part of the organizational document number?

3. What must accompany repair cycle items when they're being turned in?

4. Are unserviceable XB3 items turned in?

5. What is the disposition of repair cycle items directly related to?

656. Cite basic DIFM procedures.

Repair Cycle Item Procedures (DIFM). Before closing our discussion concerning the CSA, it is necessary for us to discuss DIFM procedures.

DIFM control. Control of DIFM items in Maintenance begins with the issue or backorder of a DIFM item. The AF Form 2009–1 and the DIFM suspense file are used to monitor the movement of DIFM assets. As a minimum, controls must provide for the prompt return of issued DIFM assets to the supply activity.

Two types of DIFM recorded and maintained at the deployed location are (1) firm DIFM and (2) credit DIFM. A *firm* DIFM is an asset that is issued or due-out released to the customer and for which a returned asset is required. In contrast, for a *credit* DIFM, the customer has established a due-out and then turned in a DIFM asset prior to the receipt of the due-out. A replacement must be due-out released by the CSA.

When requests for repair cycle items are submitted, activity code X is used.

DIFM assets are returned to the CSA by the using organization. Each returned asset is accompanied by a copy of the original issue/due-out release document and an AFTO Form 350. The TIN is prepared and processed as we have discussed previously.

Disposition. All of the logistics decisions referred to earlier must be considered fully and understood with regard to the disposition of reparable assets and resupply to the CSA. Thus, if the reparable asset is shipped to a lateral SBSS, the requisition (AOx) for resupply is also sent to the lateral SBSS. If the reparable item is shipped to the owning SBSS, the request for resupply is forwarded to the owning SBSS.

DIFM status. All firm DIFM assets are considered "in Maintenance." No other category of DIFM status is used. Should local situations warrant further information or status, use the DIFM suspense copy of the issue/due-out release document to record such information or status.

Turnaround actions. The processing of maintenance turnaround data applies whenever maintenance repairs a DIFM asset without placing a demand on Supply.

When the maintenance activity provides the data, prepare a TRN and forward it to the owning SBSS for processing.

Exercises (656):

1. What is used to monitor the movement of DIFM assets?

2. What are the two types of DIFM recorded and maintained at the deployed location?

3. What organization is responsible for returning DIFM assets to the CSA?

4. If a reparable asset is shipped to a lateral SBSS, where is the requisition (AOx) for resupply sent?

5. What status is given to all firm DIFM assets?

6. When does the processing of maintenance turnaround data apply?

APPENDIXES

Appendix A.	AF Form 601 Preparation
Appendix B.	AF Form 2005 Preparation
Appendix C.	FCI Processing
Appendix D.	FET Processing

APPENDIX A

AF FORM 601 PREPARATION

Prepare an AF Form 601 as follows:

a. TO. Enter the military address of the office to receive/process the AF Form 601.

b. FROM. Enter the military address of the office requesting the action.

c. SIGNATURE. Unless otherwise directed by AFM 67-1 or tables of allowance (TAs), the signature in this block is that of the chief of supply/assistant chief of supply at base level and the CEMO/director of supply at command level. The signatures of director or executive officers, etc., of other Air Force activities are not used.

d. DATE. Enter the date the action was taken.

e. ACTION TAKEN. Enter X in the approval/disapproval block. The approved or disapproved blocks remain blank when:

(1) Returned without action for additional justification or other appropriate reason.

(2) Returned from the final approving agency down through channels, back to the originator; for example, MAJCOM indicates approval when forwarding to the depot, the depot indicates approval and returns it to the command. The command does not have to indicate a second approval before forwarding it back down to the lower level.

f. Block 1 - Custodian Request Number. An identification number which consists of the organization code (3 position numeric), shop code (2 position alpha), the current Julian date (4 position numeric), and the next unused serial number (4 position numeric) from the Custodian Request Log (AF Form 126).

g. Block 2 - Organization's MAJCOM or separate operating agency; i.e., TAC, SAC, USAFE.

h. Block 3 - Force Activity Designator (FAD). Enter the FAD of the requesting organization. If left blank, it is assigned by program control.

i. Block 4 - Urgency Justification Code (UJC). UJCs were discussed in Volume 3 of this CDC.

j. Block 5 - Budget Code. Enter the budget code reflected in the Stock Number Directory (M14). If the request is for a new item, this code can be obtained from the research unit.

k. Blocks 6 and 7 - Signature Blocks. Block 6 is self-explanatory. The organizational commander or designated representative signs block 7 of those requests that are concurred with. Nonconcurred requests are not forwarded to EMS. Type or print the commander's or designated representative's name. The designated representative cannot be the primary or alternate custodian.

l. Block 8 - In-Use Document Number. Last four digits of the authorized/in-use detail document number as reflected on current CA/CRL. If request is for a new item, EMS assigns.

m. Block 9 - National Stock Number (NSN) or Part Number. Enter the NSN and/or part number when available. If the item is listed on the CA/CRL, use that number. If the request is for a new item, enter the NSN reflected in the applicable TA. For requests where none of the above are available, use block 19 for a complete description of the item being requested.

n. Block 10 - Use Code. This code indicates how the equipment is to be used. A - Mobility, B - Base Support, C - Joint Use, D - WRM.

o. Block 11 - Price. Enter the unit cost currently reflected in the M14. When the request is for a base funded item that is not stocklisted, the latest procurement price is used. If none of these apply, the unit cost is obtained from the research unit.

p. Block 12 - Unit of Issue. Enter the applicable unit of issue; e.g., each (EA), pair (PR), set (SE), etc. This data is verified by EMS personnel.

q. Block 13 - ERRCD. Enter the ERRCD reflected in the current M14. If the request is for a new item, and/or the item is not in the M14, the ERRCD is obtained from the research unit.

r. Block 14 - Equipment Code. These codes identify specific categories of equipment authorized and/or in-use (i.e., C - bench mockup unit, R - rental equipment, V - vehicles, etc.). Enter the applicable equipment code from the CA/CRL. If the request is for a new item, EMS provide the correct code.

s. Block 15 - Nomenclature. Enter the descriptive name of the item.

t. Block 16 - Allowance Source Code (ASC). Enter the applicable allowance identification consisting of the TA number, the part, section, subsection, and column. If the request is not based on a TA, enter the special ASC; e.g., 041, 046, 054, etc. For Programmed Communications Support Program/Ground Communication (PCSP/CM), enter 9pc and the four-digit PCSP/CM allowance document (PCAD). If the item is PCSP/CM equipment not appearing in the PCSP workbook, enter 9PC and ZZZZ.

u. Block 17 - Quantity.

(1) In-use. Enter the quantity on hand including substitutes. If none, enter zero.

(2) Current authorization. Enter the quantity currently authorized. If none, enter zero.

(3) New authorization. Enter the new authorized quantity. If no authorization change is involved, leave blank.

(4) Number requested. Enter the quantity to be issued or turned in. Enter zero if no issue, due-out release, or turn-in action is being requested.

v. Block 18 - Action requested. Enter an X in blocks to indicate action(s) to be taken. EMS personnel will assist in determining the correct advice code for issue or due-out release action. Enter date the item will be ready for pickup by Supply. Supply personnel sign this block when the property is picked up.

w. Block 19 - Justification and Item Description. Enter complete justification for the request. Justification must substantiate the basis of issue (BOI) contained in the TA or ASC cited. If the item(s) is to be used for educational, instructional, or training purposes rather than for administrative or operational purposes, a statement to that effect must be entered. The custodian and the certifying individual should ensure the authenticity of such statements. In addition, the use, frequency of use, applicable end item, weapons system, aircraft, level of maintenance, technical order, AFSCs, etc., are entered as part of the justification. If UND A or B was requested, this action must be substantiated in the justification. The item description is entered if block 15 does not contain a full description. All requests for PCSP equipment must contain the coordination of the appropriate PCSC/CM program manager. If the request is for furniture (FSG 71), the commander's certification of replacement in lieu of repair/rehabilitation must be included. Where additional space is required, the justification/description is continued on a separate sheet of paper. All copies of classified item source documents are stamped/handscribed in red ink with the words "Classified Item." Custodians indicate if bin labels are/are not needed.

x. Block 20 - Reviewing Authority Comments. EMS personnel and/or the reviewing activity will enter comments to clarify the action taken and/or describe the additional information required. Preprinted lists of locally determined standard statements to clarify action taken and/or describe additional data needed may be used.

y. Blocks 21 through 26 - Organization Number. Enter the unit/organization number, unit kind code, level code, detachment number and WRM using command code (if applicable), from the organization cost center record or reporting organizational file (ROF).

z. Block 27 - Supply Control Number. Enter the supply control number consisting of a B, followed by the current Julian date and the next unused serial number from the Equipment Control Register (AF Form 600). This serial number starts with 00001 at the beginning of each calendar year. The same control number is used if the request requires approval above base level.

aa. Block 28 - CEMO Control Number. Enter the CEMO control number. The CEMO control number is preceded by a C.

bb. Block 29 - AFLC Control Number. Enter the ALC allowance activity control number. This number is preceded by a D.

cc. Columnar Entries 1 through 80. These card columns are used by EMS personnel to create inputs to effect the action requested. Notice that there are two sets of 80 card columns. You can prepare two inputs on one form (e.g., FCI, ISU, etc.).

APPENDIX B

AF FORM 2005 PREPARATION FOR NONEXPENDABLE ITEMS

Prepare an AF Form 2005 as follows:

a. Block A contains the custodian's name and phone number. The signature of the custodian is not required.

b. Block B is left blank. The custodian request number may be entered here.

c. Block C contains the EMS control number taken from the AF Form 600, Equipment Control Register.

d. Block D reflects the prime NSN when it is other than the requested NSN. When using the June 1983 version of the AF Form 2005, you can enter the prime NSN in the card columns (cc) designated for the part number (lower cc 8–22).

e. Block E contains the allowance source code (ASC) and use code. Replacement requests do not have to have these codes as the codes are already loaded to the detail.

f. Block F reflects the ERRCD for new requests.

g. Blocks G and H are left blank.

h. Block I reflects FIRM or MEMO to indicate the type of due-out requested.

i. Block J contains the nomenclature for new requests.

j. CC 1–3 - TRIC ISU.

k. CC 4–6 - Delivery destination of left blank. If left blank, it is assigned by program control.

l. CC 7 - Issue exception code (IEX) if applicable.

m. CC 8–22 - Upper portion reflects requested NSN. Lower portion reflects prime NSN if not entered in block D.

n. CC 23–24 - Unit of issue.

o. CC 25–29 - Quantity.

p. CC 30–43 - Authorized/In-use Detail document number (activity code E, organization and shop code, Julian date, and detail number if known).

q. CC 44 - Demand Code. I reflects initial shortage, R reflects replacement, and N reflects replacement of loss to AFEMS.

r. CC 45–50 - Work order number or blank.

s. CC 51 - Transaction exception code (TEX), if applicable.

t. CC 52 - Supply condition code, if applicable.

u. CC 53 - FAD code if different from FAD on organization cost center record.

v. CC 54 - MICAP flag, if applicable.

w. CC 55–56 - System designator.

x. CC 57–59 - Project code, if applicable.

y. CC 60–61 - Delivery priority or blank.

z. CC 62–64 - Advice code, authority for issue flag, or blank.

aa. CC 65–66 – UJC.

bb. CC 67–80 - Mark for.

APPENDIX C

FCI PROCESSING

1. FCI PROCESSING

The REM monitor initiates FCI inputs that change established REM Vehicles Only Detail Records and that affect REM item Authorized/In-use Detail Records. EMS initiates all FCI inputs except those that affect REM Records.

2. FCI FORMAT NUMBER 1

Each unit listed below is responsible for accomplishing all tasks, as stated, while processing FCI number 1 load, change or delete inputs.

a. Equipment Management Section (EMS)

(1) Enter the detail document number from the Custodian Document Register on all copies of the approved AF Form 601, AF Form 2005, or on the letter. If the transaction is for a new authorization, assign the next available detail document number and post it to the register.

(2) Prepare an FCI input from the data on the request, using the appropriate creation sheet. Enter the detail document number from the request in cc 36–49 of the FCI.

(3) If an AF Form 601 was required, file a copy in suspense in control number sequence. Forward one copy of the creation sheet to the input terminal.

(4) When the output DD Forms 1348–1 and copy of the creation sheet are received from the terminal operator, perform quality control to ensure correct processing.

(5) If the FCI input processes correctly, attach copy 1 of the DD Form 1348–1 to copy 1 of the request. File the request in accordance with (IAW) AFM 67–1. If filing is not required, destroy or use as locally desired. Attach a copy of the DD Form 1348–1 to a copy of the request and return them to the custodian.

(6) When the item code is changed, there is an automatic interface with program GV438 (XJE) to process a C008 inquiry and to create data base reload transactions.

b. Terminal Operator.

(1) Upon receipt of the input creation sheet, input the FCI via the terminal or forward to the PCAM unit for keypunching.

(2) Hold the creation sheet pending receipt of the output DD Form 1348–1.

(3) Prepare other inputs, such as ISU, TIN, etc., if necessary and process IAW applicable chapters in AFM 67–1, Volume II, Part 2. Proper preparation of the FCI input causes automatic processing by the issue (ISU) or due-out release (DOR) program, except for vehicles.

(4) When the output DD Forms 1348–1 are received, attach all copies to the creation sheet and forward to EMS.

3. FCI Format Number 2

The REM monitor prepares FCI format number 2 on input creation sheets in two copies. File copy 2 in a suspense file in document number sequence. Forward copy 1 to the terminal operator. The terminal operator inputs via the terminal or ensures that an FCI card is keypunched and entered through the RPS/main card reader. An output on DD Form 1348–1 is produced on the terminal or forwarded to the terminal operator by the computer operations section. The terminal operator forwards the DD Form 1348–1 to EMS. The REM monitor performs quality control and prepares inputs to correct any errors.

4. FCI Format Number 3

This input is not used to transfer equipment between custodians. The purpose of the FCI format number 3 input is to change document numbers on authorized/in-use detail records or to consolidate authorized/in-use detail records. This is required when organization and/or custody receipt account codes are changed or consolidated. FCI number 3 inputs are normally obtained by processing an FM3 card to program GV555 during end-of-day (EOD) processing. Cards produced by the FM3 routine are output with prime stock numbers only.

The FCI format number 3 input changes the document number on the prime authorized/in-use detail record, all substitute authorized/in-use records, and REM vehicles only detail records with the same document number as that of the prime or consolidated in-use records when applicable. The document number on all related due-out detail records are automatically changed by the SBSS ADS as well as the mark for field on the due-in detail records when applicable. This input doesn't change the organization number if the major command codes on the organization cost center record are unequal or to/from CAP and non-CAP.

The FM3 routine prints a listing of the output FCI cards in the order that the cards are punched. This listing is used as required for offline processing of the FCI cards and as a suspense when the FCI cards are input online.

a. An FCI format number 3 input card is obtained by processing an FM3 card when:

(1) The organization code (number) is changed. The FM3 card should be prepared with an R merge/retain code. The output FCI cards are ready for online processing.

(2) One organization code is consolidated with another. The FM3 card should be prepared with an M merge/retain code. The output FCI cards are blank in the last four positions of the change to document number field when no record is available in DBRA for merging. Control numbers (last four positions of the document number) must be entered into the output FCI cards before they are input online. If an authorized/in-use detail is found available for merging, the change-to document number field of the output FCI card will contain the complete document number of the authorized/in-use detail that is available for merging. Authorized/in-use detail records are selected for merging when the prime (authorized) stock number, system designator, custody receipt account code, equipment code, and the allowance source codes (ASC) are equal on authorized/in-use records selected by change-to and from organization codes obtained from the FM3 input card. These output FCI cards may be input online without further offline action.

(3) A custody receipt account code is changed. The FCI format number 3 cards output by the FM3 routine should be ready for input online without additional offline processing.

(4) Consolidation of one custody receipt account with another. The FCI cards output by the FM3 routine should be ready for input online without additional offline processing.

b. FCI format number 3 input cards are prepared manually if two prime authorized/in-use records under the same stock number, system designator, and custodian are found to be in the DBRA with the equipment, allowance source, composition, use, base of planned use, alternate storage location, and WRM reporting application code. The FCI card is prepared to consolidate the detail records with these two document numbers.

c. FCI format number 3 input cards must always be input via the RPS/main card reader.

4. FCI Format Number 4

FCI format number 4 cards are prepared by EMS. The purpose of this card is to establish a new prime authorized/-in-use detail and change the existing prime to a substitute. In conjunction with establishing the new prime, the authorized quantity may be changed. The issue program is processed when the issue interface data fields are entered in the input.

If assets are onhand or due-out for the existing prime, it is changed to a substitute. Otherwise, the existing prime is deleted. When a substitute exists for the input stock number and document number, it is changed to the prime. Otherwise, a new detail is loaded. When the item code is changed, there is an automatic interface with program GV438(XJE) to process a C008 inquiry card to create data base reload transactions.

FCI FLOW CHART

1. Equipment Management Section (EMS):
   - a. Prepares the input creation sheet (AF Forms 1991/1530).
   - b. Files a copy of the AF Form 601 if (used) in suspense.
   - c. Forwards the creation sheet to the terminal operator.

2. Terminal Operator:
   - a. Input the FCI via the terminal or forwards to the PCAM unit for keypunching.
   - b. Holds the creation sheet pending receipt of the DD Forms 1348-1.
   - c. Destroys the creation sheet after verification of the terminal input.

3. PCAM Unit:
   - a. When the creation sheet is received from the terminal operator, keypunches the FCI card and forwards it to the ADPE Unit.
   - b. Returns the creation sheet to terminal operator after verification of the punch card.

4. ADPM Unit:
   - a. Processes input and produces an output notice, DD Form 1348-1.
   - b. If output is received on RPS/main printer, forwards to the terminal operator.

5. Terminal Operator:
   Attaches the output DD Forms 1348-1 to the creation sheet and forwards to EMS.

6. EMS:
   - a. Performs quality control. Makes corrections and reprocesses if needed.
   - b. Makes distribution of DD Forms 1348-1.
   - c. If AF Form 601 was required, forwards a copy to the custodian.
   - d. Files or destroys the request IAW AFM 67-1.
   - e. Processes any output ISU or DOR IAW applicable chapters of AFM 67-1, Volume II, Part 2.
   - f. In addition to normal disposition of the request, EMS retains a copy of the request (with supporting justification) for 15 days when the request results in a UJC AZ/BZ request.

FCI LOAD INPUT FORMAT

1. **Purpose:** Load Authorized/In-use Detail Records. Input can create ISU and DOR output.

2. **Input Restriction:** May be input through the RPS/main card reader or the EMS terminal.

3. Load Format and Entry Requirements:

Card Cols	*Nr Pos*	*Field Designation*	*Remarks*	*Note*
1–3	3	TRIC	Constant FCI	
4	1	Special Allowance Flag	A,C,T,L,U,*, or blank	Enter the applicable code, or blank. Leave blank when loading ASC 040 through 059 and 987. No code is required when loading substitute in-use records. Enter an asterisk (*) for deletion.
5	1	REM Component Flag	X,*, or blank	Enter X if this code is to be entered on the authorized/in-use detail. If X is used, the equipment code must be V. No entry if loading substitute detail. Enter an asterisk for deletion.
6–8	3	Delivery Destination Code	Alpha/numeric or blank	Leave blank if the code on the OCCR is to be used for the ISU.
9	1	Transaction Exception Code (TEX)	D,H,N,P,X,3,6,7,8,9,@, or blank.	If cc 72 is a D, only TEX 3 or 6 is applicable.
10–11	2	WRM Reporting Application Code/Increment Code	Refer to Chapter 3, or blank	For use code D records, enter applicable WRM reporting application code when loading details for WRM package authorized by a TA and managed by the COS. For use code A or B records, enter a two-digit (alpha/numeric) increment code reflected in MAJCOM supplement. Use code 99 for use code A records if command doesn't supplement as this is a mandatory entry for mobility records. For bare base only, cc 10 contains first position of location code and cc 11 contains WRM report code.
12	1	FAD Code		Leave blank if the code on the OCCR is to be used for the ISU.
13	1	Initiator Identification		May be used to identify the desk number of the initiator, or blank.
14–17	4	BASS Composition Code		For bare base items (TA 158), enter the appropriate composition code from the TA.
18–32	15	Stock Number		Enter NSN of the detail to be loaded. There must be an item record loaded with the input NSN and system designator.
33–34	2	System Designator		This field must always contain two alpha/numeric characters.
35	1	Type of Detail	Constant B	
36–49	14	Document number		If a substitute detail is being loaded, the document number of the prime item must be entered.

50–54	5	Authorized (Action) Quantity		Enter authorized quantity when loading a prime item. If a D is entered in cc 72 when loading a substitute item, this field will reflect the action quantity to be released. The quantity released by the program will never exceed the serviceable balance on the item record.
55	1	Item Code	P,M,N,S,or U	Normally only prime items are loaded. A prime item must be loaded before attempting to load a substitute item. Substitute items cannot be loaded with ASC 000, 048, or 987.
56	1	Blank		
57	1	Equipment Code	A,D,H,L,P,R, or U	Enter applicable code when loading a prime detail, otherwise leave blank.
58	1	Use Code	A,B,C,D,E, or blank	Enter applicable code on prime detail loads. Leave blank on substitute items.
59–65	7	Allowance Source Code (ASC)		Enter when loading prime items.

Program Edits on ASC Field

Use Code	Equipment Status	AFSC Configuration	Remarks
A or B	In-use	3 numeric, 4 alpha	3 numeric (TA), 4 alpha (part, section, subsection, column). Enter alpha 0's whenever either the part, section, subsection, or column is not applicable.
	Excess	000, 4 blanks	Use code B only.
	Awaiting Authorization	000A, 3 blanks	
	Awaiting Utilization	000, 4 numerics	The IEX code must be B.
	Loaned to AF	050, 4 alpha	The fourth position of the ASC must be A, B, C, F, N, M, S, or O.
	Loaned AF Equipment	051, 4 alpha	The UKC of the OCCR must be NGG, GVA, MAC, NAV, AMY, or NAF.
C	In use	3 numeric, 1 alpha, 3 numeric	TA and composition code. WRM TA numbers are not entered.
D	WRM	3 blanks, 1 alpha, 3 numeric	3 blanks and composition code.
	MOSS/BASS	158, 4 alpha	TA followed by the part, section, and column. Vehicles are not assigned ASC 158.
E	In-use	1 numeric, 6 alpha	Constant 9PC and four position PCSP–CEM authorization code.
	Excess	000, 4 blanks	
	Rental	1 numeric, 6 alpha	R equipment code.
	Loaned to AF	050, 4 alpha	050 followed by four position PCSP–CEM authorization code.

66–68	3	Base of Planned Use	1 numeric, 2 alpha	Enter for JU (use code C) and WRM (use code D) the three position classified WRM base code when the physical location is not the same as the base maintaining the accountable record. For bare base only, enter 3 LOP of location code or blank.

69–71	3	Alternate Storage Location	Alpha/Numeric	Enter for JU (use code C) and WRM (use code D) the three position classified WRM base code when the physical location is not the same as the base maintaining the accountable record.
72	1	ISU or DOR Flag	N,D, or blank	When automatic interface with the ISU program is not desired or CE organization is loaded, enter N. Enter a D if a substitute detail is being loaded to force release a specific due-out. If ASC is 063 or 064,enter N.
73–77	5	ISU or DOR Data	cc 72 is blank	Then cc 73–75 contains the project code, cc 76–77 contains the UJC. Advice code 6H is assigned under program control.
			cc 72 is D	Then cc 73–76 contains the Julian date of the due-out detail to be released. (NOTE: If invalid entries are made, the ISU or DOR program will not be called. The FCI input will process.)
78	1	Label Flag	N or blank	Enter N if bin labels are not required.
79	1	Card Identification Code	Constant 1	
80	1	Action Code	Constant L	

FCI CHANGE INPUT FORMAT

1. Purpose: Change data on existing authorized/in-use details. Multiple changes should be included on a single FCI input.

2. Input Restrictions: May be input through RPS/main card reader or EMS terminal.

3. Processing: Changes to the following fields on the document number set are input against the prime item. Under program control, all detail records in the set are updated. These fields include: WRM reporting application code, BASS composition code, use code, ASC, base of planned use, alternate location code, and label flag.

4. Change Format and Entry Requirements:

Card Col	*Nr Pos*	*Field Designation*	*Remarks*	*Note*
1–3	3	TRIC	Constant FCI	
4	1	Special Allowance Flag	A,C,T,L,U,*, or blank	Process change to prime detail only. Enter * to remove presently assigned code. Entry is ignored if record ASC is 040 through 059, and 987.
5	1	REM Component Flag	X, * or blank	Process change to prime detail only. Enter * to remove presently assigned code.
6–8	3	Delivery Desination Code	A/N or blank	Leave blank if the code on the OCCR is to be used for the ISU. Otherwise, enter the code that is desired in the ISU.
9	1	TEX Code	Applicable TEX or blank	
10–11	2	WRM Reporting Application Code		Process change to prime detail only. This field is based on the change-to use code. Change-to use code A, field must be numeric (mobility increment number). Change-to use code E field must be blank. Enter * in cc11 to blank code presently on record. Change-to use code B, C, or D field can be alpha/numeric, except MOSS and BASS must be numeric.
12	1	FAD		Leave blank if the code on the OCCR is to be used for the ISU.
13	1	Initiator Identification		Used to identify the desk number of the initiator, or left blank.
14–17	4	BASS Composition Code		Process change to prime detail only. Enter applicable code for BASS items or leave blank.
18–32	15	NSN		Enter NSN of the authorized/in-use detail to be changed. Change-to this field on the record cannot be made.
33–34	2	System Designator	Alpha/Numeric	Enter system designator of the authorized/in-use detail to be changed. Change-to this field on the record cannot be made.
35	1	Type of Detail	Constant B	
36–49	14	Document Number		Enter the document number of the authorized/in-use detail to be changed. This field of the record cannot be changed with this input.
50–54	5	Authorized Quantity	Numeric or blank	Process change-to prime detail only. Enter new authorized quantity. The authorized quantity cannot be zeroes unless the ASC is changed to 000.

55	1	Items Code	P,M,S, or U	The item code on substitute details may be changed between M, S, or U. A substitute detail may be changed to a prime. The program realigns the old prime as a substitute if an on-hand quantity exists. The authorized quantity is the only other change allowed on this input. To add a new prime NSN in an existing document number set, ensure the item record is loaded, and create and input with the new NSN, system designator, existing document number, and a 4 in cc 79.
56	1	Blank		
57	1	Equipment Code	Q,D,*,H,P,L,U, or blank	Enter * to delete all codes except H,L,P,R, or U. Codes D and Q may not be deleted from substitute details.
58	1	Use Code	A,B,C,D,E, or blank	Process change-to prime detail only. If a change is made other than A to B, and B to A, the ASC must also be changed. On a change from B to A, cc 10-11 must contain data.
59–65	7	ASC		Process change-to prime detail only. For use code B details, the field is 3 numerics and 4 alpha. For additional program edits, see load input.
66–68	3	Base of Planned Use	WRM only	Process change-to prime detail only. Enter the applicable code. Leave blank if no change is required. Enter * in cc 68 to delete code presently on detail.
69–71	3	Alternate Storage Location Code	WRM only	Process to prime detail only. Enter applicable code to effect change. Leave blank if no change required. Enter * in cc 71 to delete.
72	1	ISU Flag	N or blank	Entry necessary only on increase of authorization and CE organizations. To suppress call of the ISU program, enter N.
73–77	5	Issue Data		Entry necessary only on increase of authorization. Enter the project code in cc 73–75; UJC in cc 76–77. If invalid entires are made, the ISU program will not be called. The FCI will process.
78	1	Label Flag	N,*, or blank	Process change to prime detail only. Enter * to delete code presently assigned. Enter N if bin labels are not required.
79	1	Card Identification Code	1 or 4	Normally a 1. Enter a 4 when adding a new NSN as a prime item in an existing document number chain.
80	1	Action Code	Constant C	

FCI DELETE INPUT FORMAT

1. Purpose: Delete Authorized/In-use Details.
2. Input Restrictions: May be input through RPS/main card reader or EMS terminal.
3. Load Format and Entry Requirements:

Card Col	*Nr Pos*	*Field Designation*	*Remarks*	*Note*
1–3	3	TRIC	Constant FCI	
4–12	9	Blank		
13	1	Initiator Identification		Desk number of initiator or blank.
14–17	4	Blank		
18–32	15	NSN		Enter the NSN of the detail to be deleted.
33–34	2	System Designator		Enter the system designator of the detail to be deleted.
35	1	Type of Detail	Constant B	
36–49	14	Document Number		Enter the document number of the detail to be deleted. Program will not delete a prime item that has substitute details or a substitute detail that has a quantity in-use. Neither will the program delete if a due-out is in the DBRA.
50–78	29	Blank		
79	1	Card Identification Code	Constant 1	
80	1	Action Code	Constant D	

APPENDIX D

FET PROCESSING

1. Purpose: To record the transfer of equipment items between custodians and to provide the documentation for such transfers.

2. Input Restrictions: May be input through the RPS/main card reader or the EMS terminal.

3. Input Format and Entry Requirements:

Card *Col*	*Nr* *Pos*	*Field Designation*	*Remarks*
1–3	3	TRIC	FET
4	1	Blank	
5	1	Vehicle Replacement Code	Note 1
6	1	Vehicle Status Code	Note 1
7	1	Item Code or Blank	Note 2
8–15	8	Vehicle Registration Number	Note 3
16–17	2	Issue Priority or Blank	Note 4
18–32	15	Stock Number	
33–34	2	Stock Designator	
35	1	Blank	
36–49	14	Losing Detail Document Number	Note 5
50–54	5	Action Quantity	Note 6
55–68	14	Gaining Detail Document Number	Note 7
69–73	5	Decrease Authorized Quantity	Note 8
74–78	5	Increase Authorized Quantity	Note 9
79	1	Holding Account Flag	Note 10
80	1	TEX Code	Note 11

Note 1: Leave blank if the item is other than a vehicle or no change to the REM vehicle only detail record is required.

Note 2: Enter U, M, N, or T to be assigned to gaining authorized/in-use detail record. If blank, the FEC processes normally. If invalid, an S is assigned automatically. A prime authorized/in-use detail record item code cannot be changed with this input.

Note 3: Enter the vehicle registration number of the vehicle being transferred. Always start the vehicle registration number in cc 8, even when it is less than eight digits. Leave blank if the item is other than a vehicle.

Note 4: If blank, issue priority 12 is assigned to the output DD Form 1348-1.

Note 5: Enter the document number on the authorized/in-use detail record from which the item is being transferred.

Note 6: Enter five numeric characters greater than 00000, but not greater than the in-use quantity on the losing detail record. It is the quantity of the item that is being transferred. The action quantity will be considered 00001 by the internal program when a vehicle is being transferred.

Note 7: Enter the document number of the authorized/in-use detail to which the item is being transferred. When the transfer satisfies a due-out, the due-out/transferred quantity may be canceled by entering the due-out document number date in the date field of the gaining document number. When an authorized/in-use detail is not loaded for this document and input stock number, the FET program establishes a substitute detail (except for TAs 000, 048, 985, and 987), providing a prime is loaded.

Note 8: Enter only if adjustment of the authorized quantity on the losing authorized/in-use detail record is desired. If no action is required on the authorized quantity of the losing detail record, leave blank. All zeroes have the same effect as blanks. This field can be used to decrease the authorized quantity on the losing detail record when input is under a substitute stock number as well as when it is under the prime stock number. The prime record is located internally and adjusted when necessary. The figure entered in this field is not the figure that is entered on the prime detail record, but is the difference. The figure is this field is subtracted from the authorized quantity on the prime record of the losing document number. The figure entered in this field cannot exceed the input action quantity nor the authorized quantity on the losing record. If the authorized quantity is reduced to zero, no in-use quantity remains on the prime record or substitute records, and no due-outs are on file, the prime record (and substitute records if applicable) is deleted. The authorized quantity cannot be reduced to zero if any in-use or due-out quantities remain. This condition results in reject notice 246.

Note 9: Enter only if the adjustment of the authorized quantity on the gaining Authorized/In-use Detail Record is desired. If no action is required on the authorized quantity of the gaining authorized/in-use detail record, leave blank. All zeroes have the same effect as all blanks. This field can be used to increase the figure that is entered on the prime detail record but is the difference. The figure in this field is added to the authorized quantity on the prime detail record of the gaining document number. Exception to this is that the authorized quantity on a record with ASC OOO will never be increased above zero. The figure in this field cannot exceed the input action quantity. The decrease and increase authorized quantity fields are optional with each input. Either one or both can be used as stated. If both are used, they do not have to be equal to each other. The field that is used must contain five numeric characters.

Note 10: If an item is being transferred to the COS holding account, enter an H in cc 79.

Note 11: Enter a 6 if it is desired to have the words POST-POST printed on the issue and turn-in document. Any other entry is ignored.

FET FLOWCHART

1. Custodian:

a. The gaining custodian requests transfer of an equipment item from another custodian's account via an AF Form 2005, letter, or call-in.

b. The gaining custodian is responsible for transportation or arrangement of transportation of the asset being transferred.

2. EMS:

a. Ensures that an input creation sheet (AF Form 1991, 1530, 2005) is prepared. Only one copy is needed.

b. Forwards the creation sheet to the EMS terminal operator or PCAM unit for keypunching.

3. Terminal Operator/PCAM Unit:

a. Inputs FET through the EMS terminal or keypunches the FET card and forwards it to the ADPE Unit.

b. Terminal operator attaches the creation sheet to the output or PCAM unit returns the creation sheet to EMS after verification of the punched card or terminal input.

4. ADPE Unit:

a. Processes the input and prints the DD Form 1348−1, turn-in and issue documents, or a completed notice on the RPS/main printer, EMS terminal, or satellite terminal, depending on the input function.

b. Forwards all copies of the DD Forms 1348-1, turn-in and issue documents, to EMS.

5. EMS:

a. Compares the creation sheet to the output for accuracy.

b. Corrects and reprocesses any rejects.

c. If correct; ensures required signatures are obtained on the turn-in and issue documents, if printed. Makes distribution of issue and turn-in documents.

d. If the output was a completed notice for the transfer of a weapon (CIC N or 4), annotates the notice to reflect the weapon serial number being transferred and sends the completed notice to Document Control for update of the 1WC file. Completed notices for other than weapon systems may be destroyed or used as locally determined.

Answers for Exercises

CHAPTER 1

Reference:

600 –
1. A request for a specific quantity of a specific item.
2. Nonrecurring.
3. Initial.
4. Contractor support.
5. Recurring.

601 –
1. Order and shipping time (O&ST).
2. Demand level.
3. Repair cycle quantity (RCQ).
4. Average percent of base repair (PBR).
5. Daily demand rate (DDR).
6. Safety level quantity (SLQ).

602 –
1. Repair cycle items and EOQ and EMC 1 retail outlet items.
2. RCQ, O&STQ, NCQ, SLQ, .5 adjust factor.
3. Two-year requirement or the computed requisition objective, whichever is greater.
4. Number of demands, UJC of the demands, and the number of demand days.
5. When new items are loaded.
6. Only if the change equals or exceeds the square root of the existing demand level.
7. R.
8. Total assets to total requirements.
9. 3 or c.
10. Once every 90 days.
11. Update item record demand levels, identify excesses, and delete inactive item records.
12. Requisition, fund requirement, and forced excess.

603 –
1. Adjusted minimum level.
2. Type level A.
3. Type level C.
4. Type levels A and B.
5. Adjusted maximum level.
6. Adjusted fixed level.

604 –
1. AF Form 1996, 2 copies.
2. Requirements unit.
3. Converts the detail from memo to firm.
4. Returned to appropriate agency for proper annotation prior to being sent to the requester.
5. When approval is not received within 10 days.
6. Adjusted stock level details.

605 –
1. Annually.
2. The initiator confirms that the approved level is still required in the quantity described in the original justification.
3. Complete renegotiation of the adjusted stock level.
4. R35.

606 –
1. To prepare a base or location in support of a new weapon system, end item, or piece of equipment.
2. Punched cards.
3. Phase one—Program GV530, and Phase two—Program GV531.
4. ISSL monitor.
5. To advise the COS and ISSL monitor of the status of the ISSL.

607 –
1. REX.
2. SEX.
3. EEX.
4. TRIC FCD.
5. When the FCD input contains a punch code P.
6. Stock number.
7. ECC card.

608 –
1. Partial or total redistributable materiel.
2. When the number of assets exceeds 730 days × DDR + .999.
3. When the total quantity is excess, the R/O is zero, and the DOLD/DOLA is greater than 365 days unless retention creates a storage problem.
4. Inactive items with a R/O of zero, DOLD/DOLA greater than 365 days, and no adjusted stock level details with a LJC of O.

609 –
1. Forced excess review cards (TRIC FEX).
2. Either an excess report or a transfer to DRMO.
3. Every 90 days during file status processing.
4. FTE cards.
5. You contact the requester/workcenter to see if there are any future requirements.
6. Source of supply.

610 –
1. Nondirected shipment.
2. Transfer of materiel to DRMO: directed and nondirected.
3. DD Form 1348-1.
4. Management and systems officer.
5. No, they are input without review.
6. A RDO denial card (DIC B7x) is produced.
7. Nondirected.
8. TRM.
9. DD Form 1348-1, A5J.
10. Items having no potential value to the Government through future use or resale by DRMO, either in its current configuration or for its basic materiel content (example: used seals/gaskets, empty spray cans, broken plastic items, etc.).
11. Requirements unit-offline supply document register.

611 –
1. Stock number and system designator with the cards for due-outs segregated from stock replenishment cards.
2. Due-out and stock replenishment.
3. At least once every 30 days.
4. R04.
5. Option 1.

612 –
1. D28.
2. Requirements unit.
3. Through DZE cards.
4. Three.
5. 10 days.
6. Double asterisks (**) in the right margin.

613 –
1. To identify items that are no longer suitable for normal issue.
2. SNUD stocklist change cards or FCD inputs.
3. 3.
4. 9.
5. FCD.

CHAPTER 2

614 –
1. Military Standard Requisitioning and Issue Procedures.
2. All branches of the Service.
3. Provides a standard method of requisitioning supplies from the source of supply.
4. Automatic and special.
5. When items have an asset position down to or below their reorder level.
6. Transceived.
7. 9,000–9,998.
8. Yes, for aircrafts in a ferry status, support of Thunderbirds, or when the Base Telecommunication Center is closed.
9. Memo and firm.
10. 0 for firm and 1 for memo.
11. Override the system designator, project code, routing identifier code, supplementary address, priority designator, and advice codes.

12. AMX.
13. REC.

615 – 1. A.
2. Requisition priority designators.
3. C.
4. Priority groups.
5. B.
6. FADS.
7. Until a satisfactory reply has been received from the requesting organization or the item has been downgraded as directed by the COS.

616 – 1. Status code.
2. 2 days after receipt of the requisition or followup by the supply source.
3. Status detail.
4. Cancellations, intransit/shipped, positive supply action, and exception/other.
5. Cancellation requests and followups.
6. Cancellation.
7. Same sequence it is received in.
8. Supply or shipment.
9. When supply status hasn't been received or the estimated delivery date has passed.
10. AFC.

617 – 1. Quarterly.
2. Five workdays.
3. Requisitions are cancelled.
4. PCAM Unit.
5. An APX image with the quantity due-in is transceived to the supply source.
6. R.
7. Q12.

618 – 1. Automatically and forced.
2. FAD, UJC, project code, and document number date.
3. TIN, REC, and DOR.
4. 6.
5. D03, M09, Q13, M30, and D18.
6. Daily for UND A and weekly for UND B.
7. Monthly or quarterly for UND C equipment and MMICS items.
8. Actual contact is made with the person who needs the item to verify that the requirement still exists.
9. Annotation of the listing or written communication.

619 – 1. Deficiencies resulting in a delay of item support that can't be corrected locally and that ultimately affect the operational capability of the base or unit involved.
2. AF Form 1667 or message form.
3. Seven.
4. HQ USAF.
5. Requisitioning supply account.
6. HQ AFLC.
7. Command.
8. The originator of the difficulty.
9. Allocation of resources, funds, or personnel when practical.

620 – 1. BNR.
2. RNB.
3. GV997.
4. Ten days.
5. To validate outstanding details and to initiate needed cancellation action.
6. Local purchase open item list.

621 – 1. At least twice a month (5th and 20th).
2. Transportation tracer lists, parcel post tracer list, receipt acknowledged error list, consolidated shipment error list, exception action listing, and TAR cards.
3. A, S, and *.

CHAPTER 3

622 – 1. To provide a standard method of managing equipment for all Air Force activities.
2. (1) b.
  (2) d.
  (3) a.
  (4) g.
  (5) c.
  (6) e.
  (7) g.
  (8) f.
  (9) b.
  (10) f.

623 – 1. Organizational commanders.
2. Thorough briefing by EMS and attendance at an equipment training course.
3. DCR.
4. b, d, e, g.

624 – 1. Each individual, regardless of duty assignment or level of supervision/command.
2. Proper allocation, control, care, use, and safeguarding of Government property that is under the control of the Air Force.
3. Negligence, willful misconduct, or deliberate unauthorized use.
4. AF Form Form 198, Report of Survey.
5. (1) b.
  (2) c.
  (3) a.
  (4) c.
  (5) a.

625 – 1. EMC; MEMI/TA 001.
2. NDx, NFx.
3. NF3.
4. AF Forms 601, 1445, 2005, letter, radio, or telephone.

626 – 1. Allowances that have been converted to specific quantities, of specific items, for specific units.
2. The item quantity of an equipment item that is needed to perform the assigned missions, functions, or duties of Air Force organizations and individual specialists.
3. Master.
4. The authority which establishes the number of items to be issued to an individual, activity, or military organization.
5. ERRA.
6. AFR 0-10.
7. MEMI/TA001.
8. Table of allowances (TA).
9. TA 002.

627 – 1. AF Form 601.
2. (a) Organization code, shop code, Julian date, and next unused serial number.
  (b) B.
  (c) TA number, part, section, subsection, and column.
3. (a) Block C.
  (b) Block E.
  (c) N.
4. TAs.
5. MEMI/TA 001.
6. B630100154 and B630100155.
7. FCI.
8. Configuration data/resume list.
9. ERRCD NF1, activity code P.

628 – 1. To control and account for EAID equipment.
2. FCI.
3. 1.
4. 4.
5. (a) B.
  (b) 3.
  (c) EMS.

629 – 1. Post-post and prepost.
2. FET.
3. AF Form 2005, letter, or call-in.
4. Gaining custodian.

5. 383.

630 – 1. Assist the equipment manager in controlling organizational equipment at base level.
2. ASC listing (Q09).
3. Out-of-balance conditions.
4. Serves as a custodian receipt when signed by the custodian.
5. Have a world-wide file available that is updated daily or as transactions occur.
6. Daily transactions reported by the D16.
7. RCS: LOG–LO(D)7701.
8. 90 days.

631 – 1. Approved - ASC sequence, and suspense - EMS control number sequence.
2. Current CA/CRL and custodian appointment letter.
3. Quarterly.

632 – 1. AFM 77–310, Volume 1, and TO 36A–1–13014.
2. Vehicle inventory data control depot.
3. DLA and Army agencies.
4. 86 designates the year of manufacture, 1986; B designates that this is a commercial, general-purpose vehicle; and 62 reflects that this is the 62nd vehicle in this identification group.
5. IM.
6. The maximum number of vehicles by specific type that may be authorized on EAID records of the MAJCOMs.

633 – 1. Transportation organization.
2. Submit request on an AF Form 601 to the transportation operation function.
3. FCI format number 1.
4. CEMO for that command.
5. One workday.
6. Loaded by the issue program and deleted by the turn-in program.
7. Monthly.

634 – 1. Using MAJCOM in conjunction with HQ AFLC.
2. Authorization listing, RCS: HAF–LEY(SA)8245 Part I.
3. Base support equipment that isn't fully committed to other wartime missions.
4. C.

635 – 1. (1) c.
(2) f.
(3) a.
(4) e.
(5) d.
(6) b.
2. XD/XF.
3. AF Form 2005, letter, radio, telephone, etc.
4. 1XA.
5. SPRAM report list, R25.

CHAPTER 4

636 – 1. K.
2. Document Control.
3. 15.
4. BSS personnel.
5. Ten.

637 – 1. REX 4, IEX K, and EEX 7.
2. Aircraft, missile, and munitions maintenance.
3. Identaplate embossed with WARRANTED TOOL.
4. No, they're not authorized.
5. DD Form 1348–6.
6. To replace broken, unserviceable, or lost tools.
7. Over the counter.
8. Condition change, TRIC FCC.
9. On-base exchange and off-base exchange.

638 – 1. Personal retention.
2. Organizational equipment.
3. Organization commander or functional supervisor.
4. AF Form 1297.
5. Upon turn in of the property.
6. AF Form 1297.
7. Return the original copy to the individual listed on the form.

639 – 1. Individual's last name, first initial, last four digits of the SSAN, and AFSC.
2. MAJCOMs.
3. IEU supervisor.
4. In support of items transferred directly to DRMO.
5. Means by which information on clothing and textile items is provided to the COS for use and dissemination of information to the customer.
6. Six months.

640 – 1. Government-operated laundries and commercial laundries.
2. COS/IEU.
3. DIFM detail.
4. Mark the garment in indelible ink (D or DRMO) in an inconspicuous spot.

CHAPTER 5

641 – 1. To authorize, acquire on time, preposition, prestock, and maintain in a serviceable condition ready for use all the WRM needed to support the wartime activities specified in the WMP.
2. (1) d.
(2) c.
(3) a.
(4) b.
(5) a.
(6) c.
(7) e.

642 – 1. Using MAJCOM and HQ AFLC.
2. EMS.
3. WCDO and BLSS.
4. Equipment, CA/CRL.
5. WRSK and MSK.
6. Listings and cards received from MAJCOM.

643 – 1. Provides MAJCOM with current data for WRM management, capability assessment model, and redistribution of assets for WRM shortages.
2. Daily.
3. R30, Q05, R05.
4. WRSK/BLSS identification record.
5. D09.
6. Annually.

644 – 1. ISU.
2. MSI.
3. The kit and detail from which they were issued.
4. Erroneous requisitioning and possible interference with the AWP program.

645 – 1. Deployment.
2. Exercise.
3. T.
4. FKD.
5. AF Form 2009–1.
6. Transfer.
7. FKD, shipping documents, FIL or FMK cards.
8. Gaining unit.
9. R20.
10. R43.

646 – 1. Transfer.
2. With the support COS from which the unit is deploying.
3. TRICs FME and FED.
4. FED to establish and FME to terminate.
5. Review/Stock number sequence listing.
6. Property custodian.
7. FME.
8. FME.
9. DD Form 1348–1.
10. Custody receipt transfer document received from the deploying EMS.

647 – 1. To allow maximum online use of available ADPE and personnel resources to support combat missions.
2. Wartime category code.

3. Wartime processing code.

648 – 1. Air transportable package of selected peacetime operating stocks, repair parts, and supplies intended to deploy with a follow-on maintenance capability and sustain planned wartime activities for a specified period of time.
2. R18.
3. Process due-out cancellations.
4. Issue, turn-in, and FMK cards.
5. Processing of FMK receipt cards.
6. R43.

CHAPTER 6

649 – 1. (1) c.
(2) a.
(3) e.
(4) b.
(5) d.
2. CSA supervisor at the deployed location.

650 – 1. AF Form 2009–1.
2. AF Form 2009–1.
3. Owning SBSS document control file.
4. R43.
5. When the due-out is either released or cancelled.

651 – 1. Gaining SBSS.
2. Organizational and MILSTRIP.
3. Poster's initials and the date the item was posted to the accounting record.
4. 3 workdays.
5. (1) c.
(2) a.
(3) a.
(4) b.
(5) a.
(6) b.
(7) a.
6. "This is a copy—original lost."
7. War readiness section.

652 – 1. Hand, radio, or telephone.
2. DD Form 1348–1.
3. R43 or AF Form 2009–1.
4. MSI.
5. 3.

653 – 1. Issue format.
2. DD Form 1392.
3. Quickest means available.
4. By UMMIPS.
5. Documents in the customer due-out file also represent due-ins from the owning SBSS.
6. MICAP notification (TRIC NOR).

654 – 1. Highest priority and oldest date of submission.
2. Because all inventory and financial records have been updated at the SBSS.
3. AF Form 2009–1.

655 – 1. Materiel condition code and the ERRCD of the item being turned in.
2. AF Form 115a.
3. AFTO Form 350.
4. No.
5. Logistics support decisions.

656 – 1. AF Form 2009–1 and DIFM suspense file.
2. Firm and credit.
3. Using organization.
4. Lateral SBSS.
5. "In Maintenance."
6. Whenever Maintenance repairs a repair cycle asset without placing a demand on Supply.

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